Pitney Bowes

Internet Fax Kit

User's Manual

For use with 5000/3500

Safety precautions

- Please read "Safety precautions" in the operation manual of the fax main unit.
- The following notations are used to alert the user to harm or damage that could result from mishandling due to negligence of precautions.

⚠ **Warning**   This notation alerts the user to the potential for serious injury or death.

⚠ **Caution**   This notation alerts the user to the potential for bodily harm or damage to hardware.
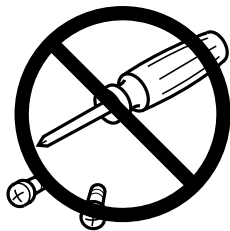
- The following symbols are used to distinguish the types of alerts. (Shown below are the examples.)

⚠ This symbol indicates warning or caution. An illustration will give a concrete description.

🚫 This symbol indicates prohibition in handling. An illustration will give a concrete description.

❗ This symbol indicates mandatory handling. An illustration will give a concrete description.

⚠ Warning

🚫 Never attempt to disassemble, repair or modify the equipment.	🚫 Do not place anything on the equipment that contains water or chemical drug.
It may cause electric shock or machine failure. Request repairs from the Customer Information Center.	Do not place articles on the equipment such as flower vases, potted plants, beverage cups, cosmetics, containers of chemical drugs or water, or small metallic articles. These substances, once overturned and dropped inside of the equipment, may cause a fire or electric shock.

⚠ Caution

|	
❗ When any of the following occurs, stop operation immediately, unplug the power cable of the fax main unit from power outlet, and call our Information Center. ◆ Smoke generation or an unusually heated machine housing ◆ Abnormal noise	🚫 Never attempt anything other than specified in this manual. It may cause unexpected accidents or machine failure.

Internet communication features
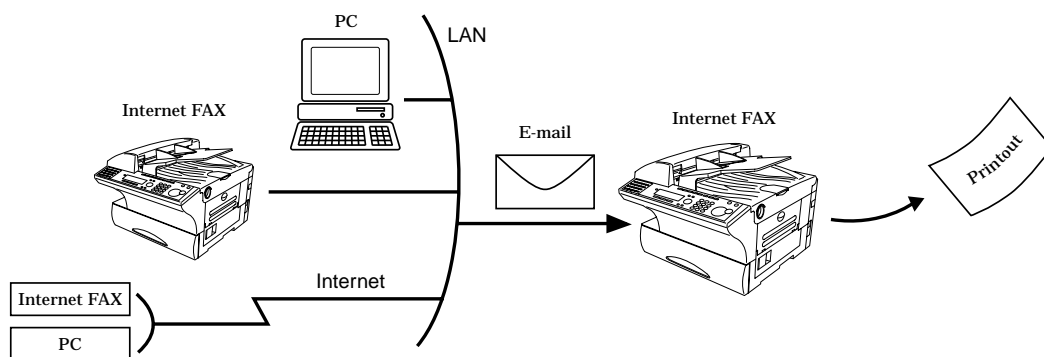
Internet fax transmission

Paper documents, such as hand-written letters, can be transmitted by e-mail using the existing e-mail environment just like sending a fax. All you have to do is load the original and designate the recipient's e-mail address using a One-touch key or Speed-dialing.

Scanned data from the original is sent by e-mail as an image data attachment.
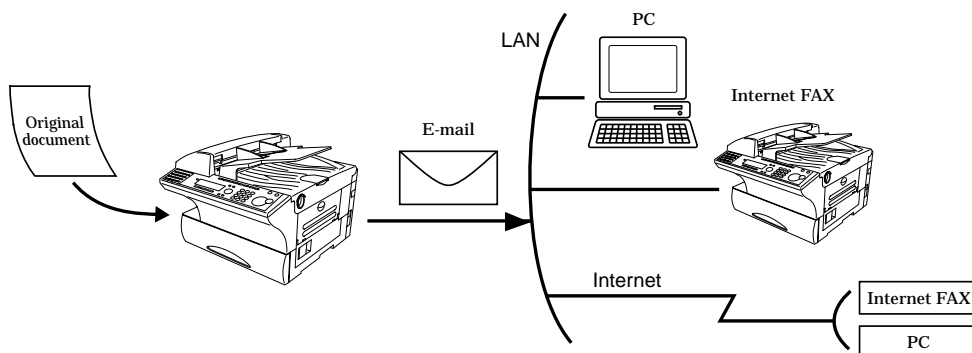
Internet mail reception

Internet Fax Kit allows you to receive and print a PC or internet fax machine transmitted e-mail automatically or manually, depending on its setup configuration. However, if the received e-mail includes a file attachment in a format other than TIFF-FX (Profile-S/F/J), such as Word, Excel, or PowerPoint, then Internet Fax Kit returns an error message via e-mail.

Network management

With the use of a Web browser, a PC can perform such operations as Internet Fax Kit settings, display of transmission/reception history of e-mails and faxes, as well as registration of One-touch dial, etc..
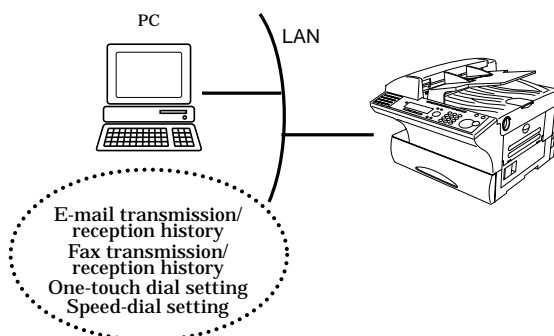
Forwarding fax document

This feature works with F-code box that is setup for "Relay box". Internet Fax Kit can route documents received in its F-code relay box to e-mail addresses and/or to other fax machines.

In order to route the received fax documents to the designated e-mail address(es) and/or other fax machine(s), the F-code relay box should be configured with the proper sub-address and password.
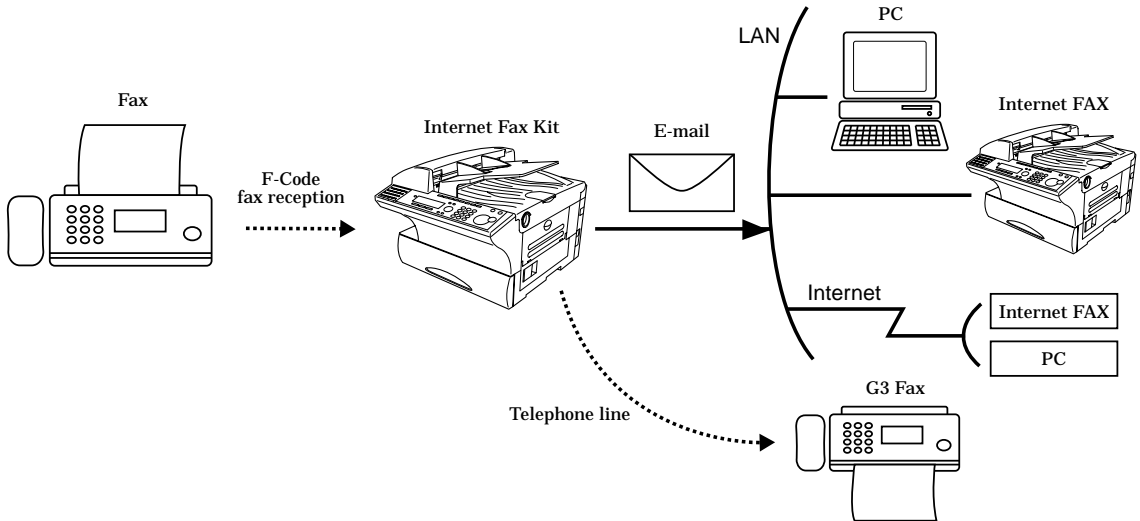
Forwarding e-mail

Internet Fax Kit is capable of transferring the received Internet e-mail to the G3 facsimile(s) that designated fax number in a e-mail text.

Also, you can setup either Internet Fax Kit prints the transferred document(s) or not.
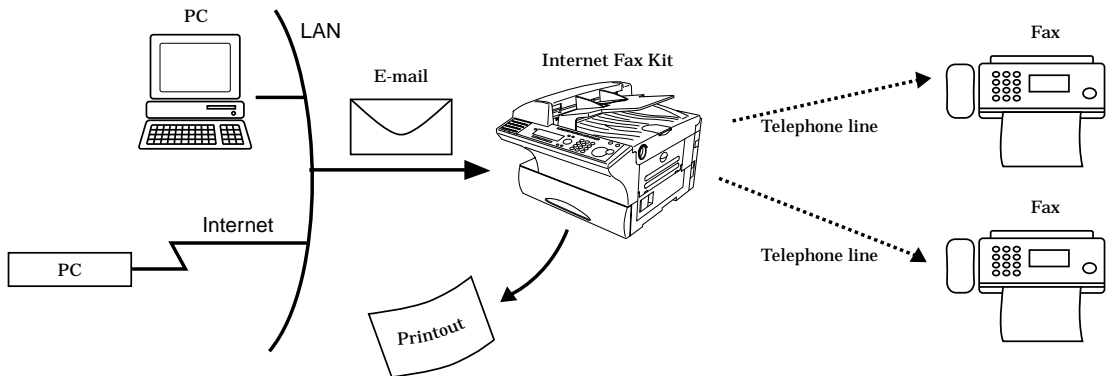
Internet relay broadcasting

Internet relay broadcasting is a powerful function that takes advantage of a remote Pitney Bowes Office SystemsInternet FAX
(Internet Fax Kit) to reduce your total communication costs.

The internet relay station performs a relay broadcast, and the internet fax machine which sends the original document to the internet relay station has performed a relay broadcast initiation. Your fax machine can perform either operation; in other words, your machine can either send to a "internet relay station" unit or be a "internet relay station" unit.
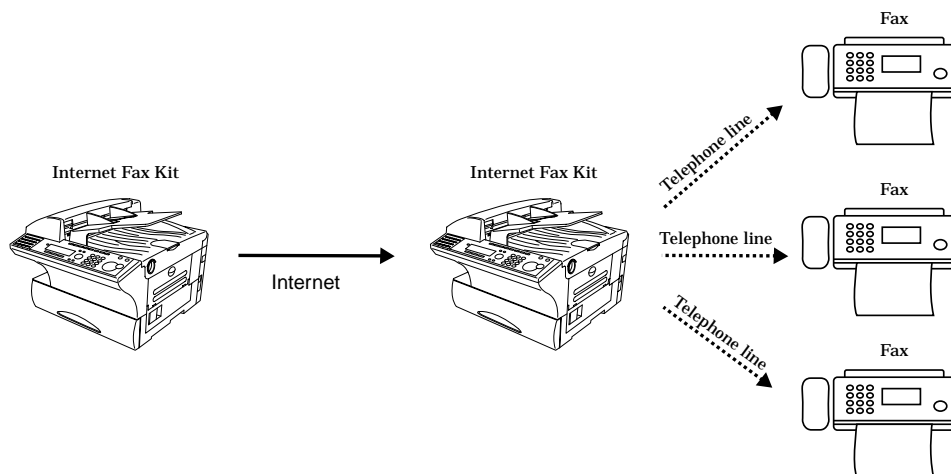
Archive

With this feature, all transmitted and received fax and e-mail are collected at one place automatically so that an administrator can easily keep track of the document flow.
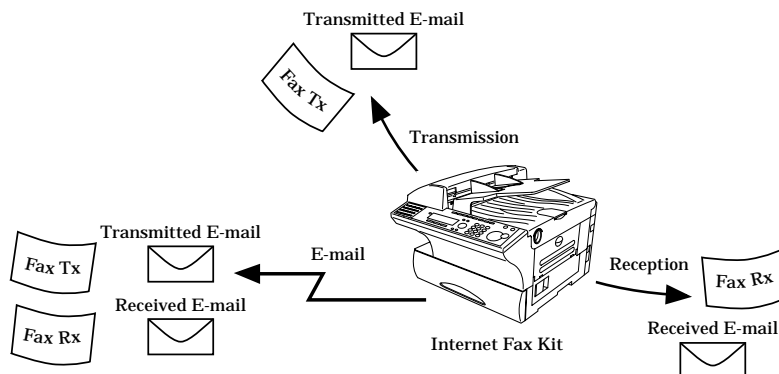
Programming or retrieving parameters using E-mail

With this feature, you can retrieve and program the e-mail environment, e-mail account user settings, one-touch number, speed-dial number, fax gateway, and retrieve the current journal data from your PC by sending the text e-mail message to Internet Fax Kit.

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3500

Liquid crystal display (LCD)
Soft Keys
Internet Fax *

One-touch Keys
Cursor Keys
CANCEL
ENTER
MENU
TEL INDEX
Numeric keypad
Stop
Start

* Internet Fax key is required to change from Fax mode to Internet Fax mode.
Press this key when you want to use the Internet Fax functions.

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Installing Your Machine

Pre-Installation information

For the total system to work properly via LAN, certain information must be set in advance. Please contact your network administrator if you need any help.

Please set the following information before the installation.

Internet Parameters

IP Address	
Subnet Mask	
SMTP Server Name or IP Address	
Default Gateway IP Address	
E-mail Address	
DNS Server IP Address	
POP Server Name or IP Address	
POP User Name	
POP Password	(for security, do not write it here, but keep it in a safe place.)

Note: Internet Fax Kit can store up to 30 accounts, so the POP user name and POP password are registered individually for each account.

Installation procedures

Carry out registrations in accordance with the following procedures.

Time zone setting	(See page 1.4)

↓

IP Address and Subnet mask setting	(See page 1.5)

↓

Installation information registration	(See page 1.5)

↓

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↓

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↓

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If necessary ... ↓

Administrator registration	(See page 1.11)
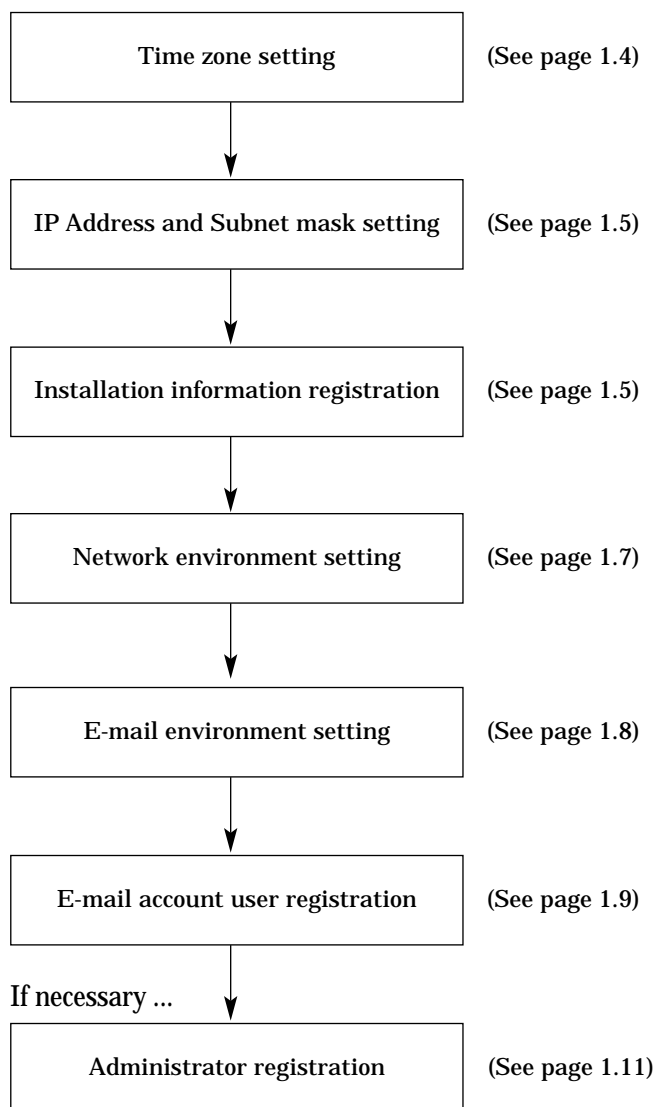
Setting your Time Zone

"Time Zone" setting is added to the "User Install" by pressing **MENU**, **9**.

The Time Zone is required as part of the E-mail header information when sending Internet faxes.

1   Press **MENU, 9**.

5000

```
Setting Menu
4.Doc. Management        ▲
5.Print
9.User Install
```

3500

```
[Program]     No.9
9 User Install
```

2   Press **ENTER** repeatedly until the following display appears.

5000

```
9.User Install
Time Zone
+00:00
          [   +   ][   -   ]
```

3500

```
Time Zone
                +00:00
```

3   The LCD asks you to enter the Time Zone.
Using the cursor key, [+], [-], and numeric keypad, enter the Time Zone.
If your machine is 3500, use ▼ or ▲ to select "+" or "-".
(Refer to the example of Time Zone below.)

Example of Time Zone:
GMT – 11:00   Midway Island
GMT – 10:00   Hawaii
GMT – 9:00   Alaska
GMT – 8:00   Pacific Time (US & Canada)
GMT – 7:00   Mountain Time (US & Canada)
GMT – 6:00   Central Time (US & Canada)
GMT – 5:00   Eastern Time (US & Canada)
GMT – 4:00   Atlantic Time (Canada)
GMT – 3:30   Newfoundland
GMT(Greenwich Mean Time): Dublin, Edinburgh, Lisbon, London
GMT + 01:00   Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna
GMT + 02:00   Brussels, Copenhargen, Madrid, Paris
GMT +10:00   Guam

4   Press **ENTER** to save the setting. The LCD will show the next setting of "User Install".
If you want to go back to the previous step, press **BACK**. Otherwise, press **STOP** to exit this mode.

Setting the Internet parameters

The internet parameters for Internet Fax Kit can be entered from the *Web browser* such as "Internet Explorer" (4.0 or later) or "Netscape Communicator" (4.5 or Later). Before you use these tools to enter the internet parameter, you must do the following procedure to enter the correct IP address and subnet mask.
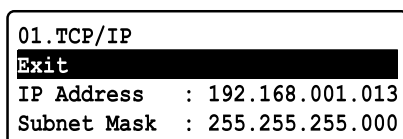
Contact your Network Administrator if you need any help.

IP address and Subnet mask setting

For 5000

1 Press **MENU, 3, 8, 0, 1, ENTER**.

2 The LCD asks if you want to set "**IP Address**" or "**Subnet Mask**".
Example display:
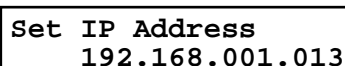
```
01.TCP/IP
Exit
IP Address   : 192.168.001.013
Subnet Mask  : 255.255.255.000
```

3 Select "**IP Address**" using the cursor key. Then press **ENTER**.

4 Enter the IP address using the numeric keypad. Then press **ENTER**.

    Note: To enter numbers less than 2 digits between the dots, use the cursor key to move the entry point. To correct a wrong number entry, move the cursor with the cursor key and overwrite it.

5 Set the "**Subnet Mask**" using the same procedure as with "**IP Address**".

6 Press "**Exit**". When the LCD shows "To reflect change, please power off and on with the administrator", press **[OK]**.

7 To reflect the setting, turn the power off and on.
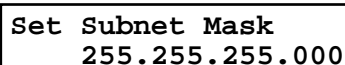
For 3500

1 Press **MENU, 3, 8, 1, ENTER**.

```
Set IP Address
     192.168.001.013
```

2 Enter the IP address using the numeric keypad. Then press **ENTER**.

    Note: To enter numbers less than 2 digits between the dots, use the cursor key to move the entry point. To correct a wrong number entry, move the cursor with the cursor key and overwrite it.

3 Enter the subnet mask address using the numeric keypad. Then press **ENTER**.

```
Set Subnet Mask
     255.255.255.000
```

4 Press **STOP**.

5 To reflect the settings, turn the power off and on.

Installation information registration

Registration of device information makes it easier to identify the device.

Installation data, once registered, is fed into the device information for display.

1 Start up "Internet Explorer" (4.0 or later) or "Netscape Communicator" (4.5 or Later) on your PC.

Note: Use the latest browser version possible. Some old versions may not produce the correct display.

2 Enter the IP address of Internet Fax Kit in the address box, and press **ENTER**.

3 The "**Administration tools for Internet Fax Kit**" will be appear on your screen.

Note: If the "**Administration tools for Internet Fax Kit**" does not appear, double-check the IP address in "Entering the IP address setting and Subnet mask" (see above), and carry out power off/on of the fax machine to restart.

4 Click **Instauration information** under [Setup].

5 Fill in each of the following fields, and then click the [**SET**] button.

Network environment setting

This setting is to establish the network connection of this device.

1 Start up "**Administration tool for Internet Fax Kit**". Click **Network environment** under [Setup].

2 The IP address and Subnet mask you have entered will be appeared.
If necessary, enter Gateway address and DNS server address and then click [**SET**] button.

Gateway
"Gateway" collectively refers to hardware and software that interlink systems and networks using different protocols.

E-mail environment setting

This setting enables the device to perform e-mail transmission and reception.

1   Start up "**Administration tool for Internet Fax Kit**". Click **E-mail environment** under [**Setup**].

2   Enter the "SMTP server name" and "POP server name", and then click the [**SET**] button.

E-mail account user registration

Register a default account. A default account is an account used when the account cannot be specified when forwarding received fax and archiving sent/received faxes. If the default account is not registered, some functions may not be available.

1 Start up "**Administration tool for Internet Fax Kit**". Click **E-mail account users** under [Operation setting].

2 To register a new account, click **Register new "account user"**.

3 Fill in each of the following fields, and then click the [**REGISTER ACCOUNT**] button.

Account registration form

When necessary items entered and "REGISTER ACCOUNT" button pressed, account is added.
Enter the account-specific information.

! Setting Help

Account *Required*	
Password	
Password re-entry	
Name	
E-mail address *Required*	

[REGISTER ACCOUNT]   [REDO]

4 The information screen appears. If necessary, enter the POP user name and POP password, then click [**SET**] button to register the entry.

E-mail account [User01] information

Perform mail account-specific setting at E-mail send/receive.

[CHANGE PASSWORD]
To change the password, press this button.

! Setting Help

Account	User01 Default account
Name	
E-mail address *Required*	User01@imagistics.com
Reply To address	
Subject	
When mail that cannot be analyzed is received:	⊙ Sends an error report. ○ Returns unchanged. ○ Forwards to following address. When mail that cannot be analyzed is received, enter the forwarding e-mail address in the below field.
POP user name	
POP password	☐ Use APOP as a authentication scheme.
Automatic	○ Manual ⊙ Automatic ☐ Only checking new mail
Unconditional Fax forwarding of received mail	⊙ No ○ Forwards to following Fax No.
Processing after mail received	⊙ Deletes mail from server. ○ Leaves mail on server.

Message copy	☐ Copies send message by Bcc.
	    Copy destination address:
	
	☐ Copy (archive) send message by separate mail.
	    Copy destination address:
	
	☐ Copies (archives) receive messages.
	    Copy destination address:

[SET] [REDO]   **! Setting Help**

[Go back to account users list]

[ERASE ACCOUNT] Note) Erases the account information and removes it from the account users list.

Administrator registration

What is administrator registration?

Administrator registration will enable the following:

- Authentication is requested whenever making or altering any device settings.
- Authentication is requested whenever making or altering a user registration.
- Authentication is requested whenever making or altering fax distribution settings.

Once an administrator has been identified for the system, the administrator's password is needed to manage account and to modify the system setting and administrator's information

Registration of administrator information

1 Start up "**Administration tool for Internet Fax Kit**". Click **Administrator's Information** under [**Setup**].

2 Administrator's information screen will appear:

Setup - Administrator's information

Administrator settings on the system are protected. Once an administrator has been identified for the system, the administrator's password is needed to manage account and to modify the system setting and administrator's information.

! Setting Help

Administrator's information / restriction

Administrator name	
Administrator's e-mail address	
Restriction list from browser	The access of checked item(s) with making change needs administrator-level authorization.

Setup and Account	Operation setting
☑ Installation information	☑ One-touch dialing
☑ Network environment	☑ Speed dialing
☑ E-mail environment	☑ Fax group dialing
☑ Remote access	☑ Mail group dialing
	☑ Mail broadcast list
☑ Registration of new account	☑ Fax gateway

Note: The check box is "READ-ONLY." If you unchecked, it would NOT make any change about the system.

Only administrator can perform following operations.

Operation(click on the link.)
Administrator register/edit

3 Click **Administrator register/edit** to edit the administrator's information. Fill in each of the following fields, and then click the [**SET**] button.

Setup - Edit administrator's properties

Registers the administrator, and edits the administrator information.
When Administrator password is set here, it is needed to manage account and modify system setting.

! Setting Help

Administrator name	
Administrator e-mail address	
Status notification	When the status of checked item has changed, a report will be sent to administrator's e-mail address. ☐ Device Information ☐ Fax Transimission/Reception History ☐ Mail Transmission History ☐ Mail Reception History

When setting Administrator password, also set following items.
During system setting modification/account management, authenticated using ID and password set here.

Administrator ID	
Administrator password	
Password re-entry	
Authorization	When registering, editing, erasing, or initializing a checked item, the Administrator ID and password are requested.

Setup and Account	Operation setting
☑ Installation information	☑ One-touch dialing
☑ Network environment	☑ Speed dialing
☑ E-mail environment	☑ Fax group dialing
☑ "Remote access"	☑ Mail group dialing
	☑ Mail broadcast list
☑ Registration of new account	☑ Fax gateway

SET   REDO

ERASE ADMINISTRATOR   Note) Erases administrator information and returns them to their initial value.

Note: For details on input items, refer to [**Setting Help**].

System configuration

Programming or retrieving parameters using "Administration tool"

What is "Administration tool for Internet Fax Kit" on the web?

"Administration tool for Internet Fax Kit" is the program that enables adjustment of settings and registration of this device using a "Web browser".

In addition to adjusting settings and registration, "Administration tool for Internet Fax Kit" enables management and browsing of device information.

Startup of "Administration tool for Internet Fax Kit"

1 Start up "Internet Explorer" (4.0 or later) or "Netscape Communicator" (4.5 or Later).
Note: Use the latest browser version possible. Some old versions may not produce the correct display.

2 Enter the IP address in the address box, and press "Enter" on your keyboard.

3 "Administration tool for Internet Fax Kit" screen will appear.

Descriptions of "Administration tool for Internet Fax Kit"

The following sections are item-by-item descriptions of "Administration tool for Internet Fax Kit".
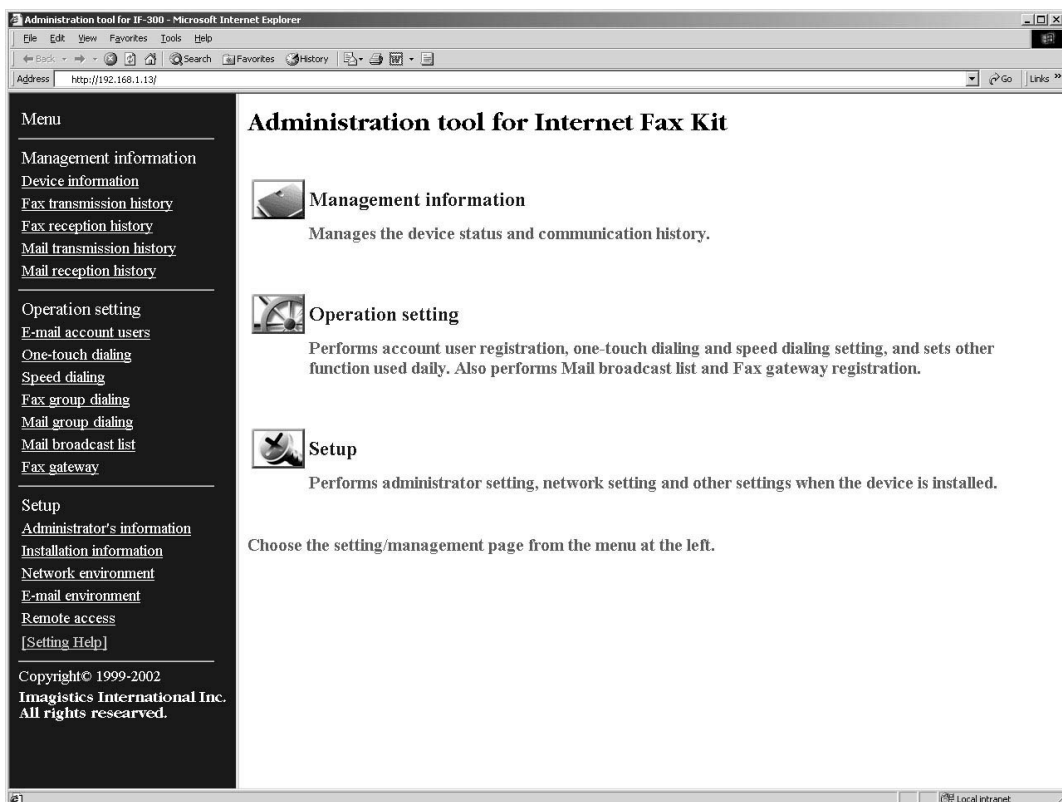
Management information

Information can be displayed to enable management of Internet Fax Kit's status and management of the communication log.
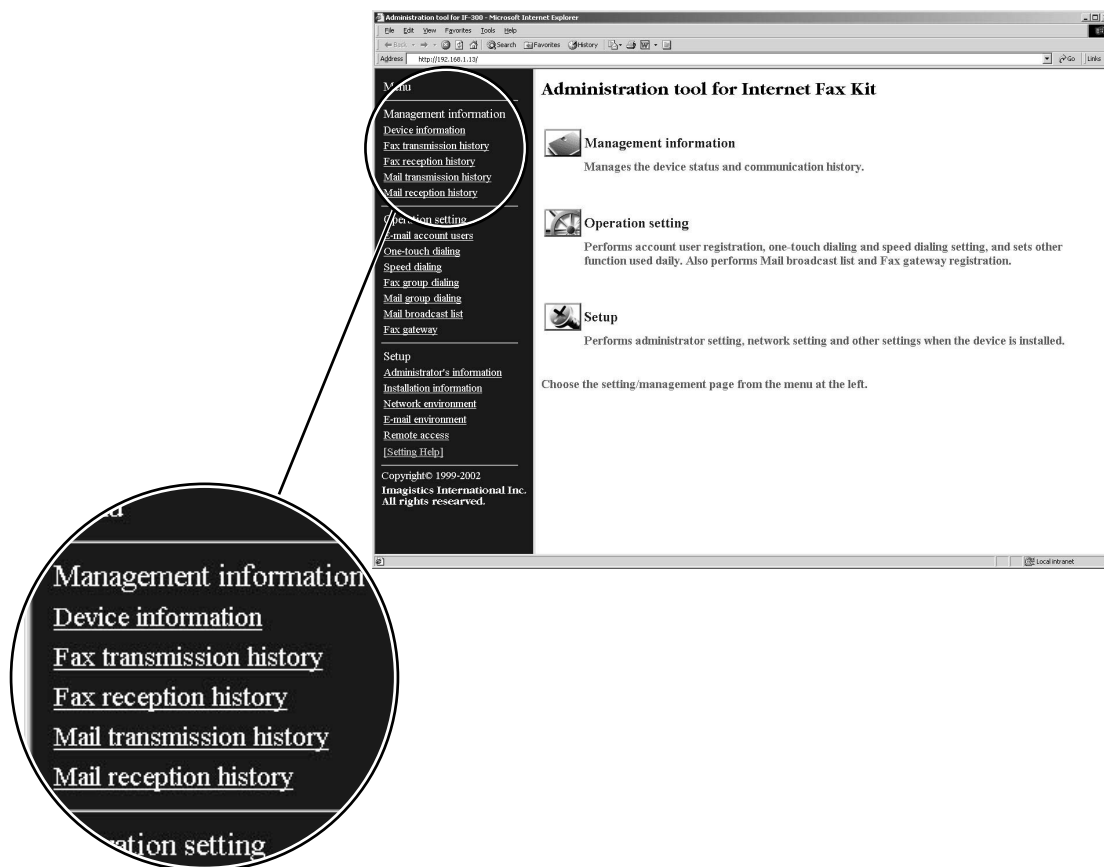
Device information

Device information (Device name, Installation location, System options)
Device status (Speed and transmission system of network connection, telephone line status, scanner status, printer status, Unit name, Setting, paper remaining, Media in manual feed tray and cassette 1)
(Device information displays the data entered in **Installation information** under [**Setup**].)

Fax transmission history

Displays fax transmission history

Fax reception history

Displays fax reception history

Mail transmission history

Displays sent E-mail items history

Mail reception history

Displays received E-mail items history

Internet Fax Kitrecords its 100 most recent fax and e-mail transactions.

Operation setting

To carry out setting of routine functions, such as User registration, Fax and Mail group dialing, and One-touch dial and Speed-dial settings.
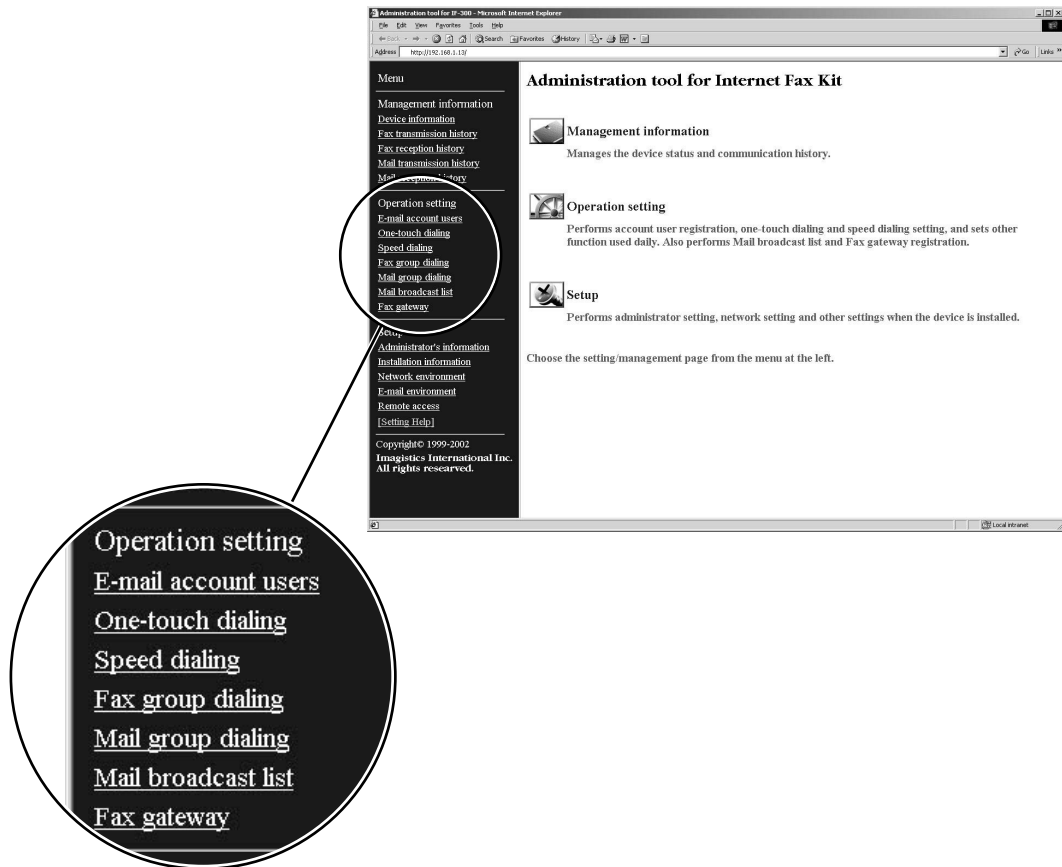
E-mail account users

Enables new user registration, and deletion and editing of user account

One-touch dialing

Enables registration, deletion and editing of One-touch dial

Speed dialing

Enables registration, deletion and editing of Speed-dial

Fax group dialing

Performs Fax group dialing registration, list display, and erasing

Mail group dialing

Registers, lists, and erases mail only group

Mail Broadcast list

Manages, creates, and erases Mail Broadcast List
This list can be specified as the address when sending mail

Fax Gateway

Register Fax Gateway relayer and mail address that delivers fax from relayer

Setup

Setup settings such as E-mail environment and Network environment can be changed.

Administrator's information

Enables registration of an administrator

Installation information

Enables registration of device information

Network environment

Enables establishment of a network connection

E-mail environment

Enables establishment of E-mail transmission and reception

Remote Access

This feature can refer, modify and erase the device setting by sending e-mail to the machine.
E-mail requires a password to be entered for access.

Setting E-mail environment

These are important settings that allow the system to send and receive E-mail. Please consult your system operator and/or network manager before entering these settings. Entering improper settings can prevent system operation and may cause lost or delayed mail.

1 Start up "Administration tool for Internet Fax Kit". Click **E-mail environment** under [**Setup**].

2 Fill in each of the following fields, and then click the [**SET**] button.

[SET] button
> Click this button to register the entry.

[REDO] button
> Click this button to retrieve the current settings.

[INITIALIZE] button
> Click this button to restore the initial shipment settings.

A. Send mail (SMTP) server

The SMTP server is used to send e-mail.
Enter the domain name or IP address of the SMTP server.
Enter the IP address with dot notation system (xxx.xxx.xxx.xxx).
The domain name can be entered with up to 50 characters.

B. Receive mail (POP3) server

The POP3 server is used to receive e-mail.
Enter the domain name or IP address of the POP3 server.
Enter the IP address with dot notation system (xxx.xxx.xxx.xxx).
The domain name can be entered with up to 50 characters.
Enter an IP address in both the SMTP and POP3 fields, even if the IP address is exactly the same for both.

C. Check for new mail / mail auto retrieving

Set the time interval to check for new messages at the mail server.
Set the time from 5 seconds up to 99 hours 59 minutes 59 seconds.
The initial setting is 10 minutes.

D. When mail that requests forwarding to fax machine is received

When a received e-mail has an instruction to forward it to a fax machine, it is converted into fax transmission data and forwarded to the fax machine.
This setting determines whether to comply with the forwarding request or not.
If complying with the request, it is also possible to accept the request only from an e-mail with a specific e-mail address or domain name (after the @ mark in the e-mail address).
In this case, enter the e-mail address or domain name from which a request is accepted.
When making multiple entries, separate them with a semicolon (;).
A single e-mail address or domain name can be entered in up to 50 characters.
For multiple entries, up to 256 characters are allowed (including semicolons).

E. Send document format conversion

Set the file format for outgoing messages.
Messages are converted into any of the file formats set here when the recipient's e-mail address is entered directly or when forwarding a received fax with e-mail.
[TIFF-S (T.37 simple mode)]
  The document is converted to TIFF format based on T.37 simple mode. T.37 is an international standard for Internet fax. When a document is sent in simple mode format, it can be received normally by other Internet fax devices. However, send documents are all converted to A4 size and their resolution is converted to 200dpi.
[TIFF (Expansion)]
  The document is converted to TIFF format, however it is sent at the original document size and resolution selected during scanning or creation.
[PDF]
  The document is converted to PDF format.
You can select a delivery file format for each one-touch number and speed dial number in your system.
When sending e-mail to an e-mail address entered manually, you can specify the file format by adding /S, /F and /P at the end of the e-mail address.

F. Insert text when sending mail

When sending e-mail from this device, the message is sent as an attached file.

Select whether to insert text in the e-mail message area.

When text is to be inserted, select the language as well.

Japanese text may not be reproduced correctly, depending on the recipient's conditions.

When a subject and comments are entered in the transmission dialog box when sending from client PC software, the entries will appear as the e-mail's subject and text regardless of this setting.
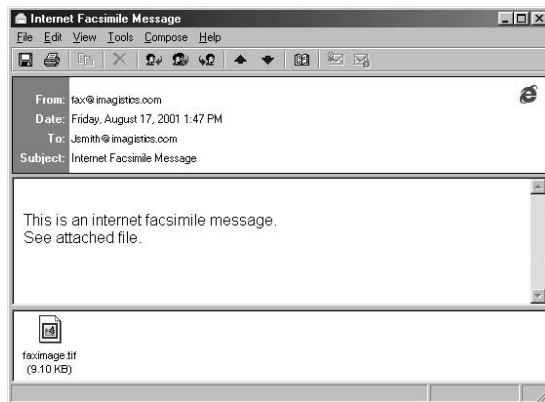
G. Request reception check when sending mail

This setting determines whether to request delivery status notification (DSN) or message disposition notification (MDN) when sending an e-mail.

However, the request for DSN or MDN may not be granted, depending on the mail server and the recipient's e-mail software.

H. Insertion all recipient of broadcast list to the mail header

Specifies whether or not the all recipient of broadcast list are inserted to the mail header.

I. When mail requesting MDN is received

Specifies whether or not the receiving end returns MDN when the received mail requests that MDN be returned.

This item may also be set so that MDN is returned only for mail received from a specific e-mail address or domain name (characters following @ of the e-mail address).

In this case, enter the e-mail address or domain name where MDN may be returned.

Use a semicolon (;) to separate e-mail addresses or domain names when you want to specify more than one of them.

One e-mail address or domain name consists of up to 50 characters.

When multiple e-mail addresses or domain names are specified, a total of 256 characters can be entered (including the separating semicolons).

Setting E-mail account users

Registers the individual information, etc. needed to use this device to send and receive e-mail.
Using this feature, you can also register and/or edit user accounts as well as the default account.

Up to 30 accounts can be registered.

Note: A default account is an account used when the account cannot be specified when forwarding received fax and archiving sent/received faxes. If the default account is not registered, some functions may not be available.

Register new e-mail account

1 Start up "Administration tool for Internet Fax Kit". Click **E-mail account users** under [**Operation setting**].

2 To register a new account, click **Register new "account user"**.

3 Fill in each of the following fields, and then click the [**REGISTER ACCOUNT**] button.

4 The information screen appears. Check the contents and edit wrong entries if required.

Click [**SET**] button to register the entry.

E-mail account [User02] information

Perform mail account-specific setting at E-mail send/receive.

CHANGE PASSWORD
To change the password, press this button.

! Setting Help

Account	User02
Name	
E-mail address *Required*	User02@imagistics.com
Reply To address	
Subject	
When mail that cannot be analyzed is received:	⦿ Sends an error report. ○ Returns unchanged. ○ Forwards to following address. When mail that cannot be analyzed is received, enter the forwarding e-mail address in the below field.
POP user name	
POP password	☐ Use APOP as a authentication scheme.
Automatic	○ Manual ⦿ Automatic ☐ Only checking new mail
Unconditional Fax forwarding of received mail	⦿ No ○ Forwards to following Fax No.
Processing after mail received	⦿ Deletes mail from server. ○ Leaves mail on server.
Message copy	☐ Copies send message by Bcc. Copy destination address: ☐ Copy (archive) send message by separate mail. Copy destination address: ☐ Copies (archives) receive messages. Copy destination address:

SET   REDO   **! Setting Help**

[Go back to account users list]

ERASE ACCOUNT   Note) Erases the account information and removes it from the account users list.

Note: For details on input items, refer to [**Setting Help**].

Changing the default account

1 To change the default account, click **Change "default account"**.

> **Operation setting – "E-mail account"**
>
> Edits the user information.
>
> **Operation**
> Register new "E-mail account"(click on the link.)
> Change "default account"(click on the link.)
> To edit the account contents, chose the account from the following "E-mail account" table and press the "EDIT" button at the left.
>
> **"E-mail account" table**
>
> | | Account | Name or E-mail address | Type |
> |---|---|---|---|
> | EDIT | User01 | User01@imagistics.com | Default account |
> | EDIT | User02 | User02@imagistics.com | |
> | EDIT | User03 | User03@imagistics.com | |

2 Choose a new default account and click the [**EXECUTE**] button to register the new entry.

> **Default account change form**
>
> This is the form to change a default account.
>
> ! Setting Help
>
> **Operation**
> Changes the default account.
> Choose a new default account and press the "EXECUTE" button.
>
> **"E-mail account users" table**
>
> | Select | Account | Name or E-mail address | Type |
> |---|---|---|---|
> | ⊙ | User01 | User01@imagistics.com | Default account |
> | ○ | User02 | User02@imagistics.com | |
> | ○ | User03 | User03@imagistics.com | |
>
> EXECUTE   REDO

Editing the account contents

1 To edit the account contents, choose the account from the following table and click [**EDIT**] button.

> **Operation setting – "E-mail account"**
>
> Edits the user information.
>
> **Operation**
> Register new "E-mail account"(click on the link.)
> Change "default account"(click on the link.)
> To edit the account contents, chose the account from the following "E-mail account" table and press the "EDIT" button at the left.
>
> **"E-mail account" table**
>
> | | Account | Name or E-mail address | Type |
> |---|---|---|---|
> | EDIT | User01 | User01@imagistics.com | Default account |
> | EDIT | User02 | User02@imagistics.com | |
> | EDIT | User03 | User03@imagistics.com | |

2 The account authentication screen appears. Enter the password and click [**SET**] button.

Note: If you have not set the password previously, click [**SET**] button without entering any characters.

3 The E-mail account information screen appears. Edit the contents and click [**SET**] button.

Erase the account content

1 To erase the account, choose the account you want to erase and click [**EDIT**] button.

2 The account authentication screen appears. Enter the password and click [**SET**] button.

Note: If you have not set the password previously, click [**SET**] button without entering any characters.

3 The E-mail account information screen will appear.
To erase the account, click [**ERASE ACCOUNT**] button.

4 The Account erase check screen will appear.
To erase the account, click [**ERASE**] button.

Programming or retrieving parameters using E-mail

Using E-mail for Program or Retrieve Parameter (Device management by E-mail)

This feature is a convenient way of programming or retrieving One-touch, Speed-dial, Fax relay, E-mail environment, E-mail account and other function's data from your PC, by sending an E-mail message to Internet Fax Kit.

You can request Internet Fax Kit perform the following commands by using your mail application's "Subject" line as a command-input field.

The followings are the items you can program and retrieve by E-mail.

Item	Note
E-mail environment	Some items are unavailable to program and retrieve
One-touch dial	
Speed-dial	
Offramp Gateway	
E-mail account	Some items are unavailable to program and retrieve
Fax transmission history	Only to retrieve
Fax reception history	Only to retrieve
Mail transmission history	Only to retrieve
Mail reception history	Only to retrieve

Remote access setting on the Web

The following parameters can be entered on the Web.

1 Start up "Administration tool for Internet Fax Kit" and click **Remote Access** under [**Setup**].

2 Fill in the each of the following fields, and Click [SET] button.

Note: The password will be required to send a command by E-mail.

Setting the command in the Subject line

After receiving the command that you enter in the "Subject" line of your E-mail message, Internet Fax Kitperforms one of the following functions: Retrieving or Programming data.

You can enter two types of command in the "Subject" line.

1. To retrieve data : **%get parameters#xxxx%**

2. To program data : **%set paramaters#xxxx%**

The following is the list of available operations

Operation	Title of E-mail
Setting One-touch dialing.	%set-onetouch#xxxx%
Retrieving One-touch dialing.	%get-onetouch#xxxx%
Setting Speed-dialing.	%set-speed-dial#xxxx%
Retrieving Speed-dialing.	%get-speed-dial#xxxx%
Setting fax relay gateway settings.	%set-fax-gateway#xxxx%
Retrieving fax relay gateway settings.	%get-fax-gateway#xxxx%
Setting E-mail environment settings.	%set-email-settings#xxxx%
Retrieving E-mail environment settings.	%get-email-settings#xxxx%
Editing already registered E-mail account.	%set-account#xxxx%
Retrieving E-mail account.	%get-account#xxxx%
Retrieving fax transmission journal.	%get-fax-tx-log#xxxx%
Retrieving fax reception journal.	%get-fax-rx-log#xxxx%
Retrieving mail transmission journal.	%get-mail-tx-log#xxxx%
Retrieving mail reception journal.	%get-mail-rx-log#xxxx%
Help.	%get-command-help#xxxx%

* "xxxx" is the password for remote access.

Programming and Retrieving E-mail environment settings.

The following is the list of parameters and values for available items.

	Items	Parameter	Value
1	Mail auto-retrieving	receive-interval-time	(Enter time in seconds)
2	When mail that requests forwarding to fax machine is received	accept-request-to-relay	yes/no
3	Domain/mail address that accepts fax forwarding request	relay-to-fax-accept-domain	(Enter the mail address or domain name to accept fax forwarding)
4	Simultaneous print out upon fax forwarding	relay-to-fax-and-print=	yes/no
5	Sent document format conversion	file-format	tiff-s/tiff/pdf
6	TEXT ON/OFF	insert-text	yes/no
7	Insert text language	insert-text-language	eng/jpn
8	Request receipt verification when sending mail	receipt-notification	none/dsn/mdn/both
9	When mail requesting MDN is received	ignore-mdn-request	yes/no
10	Domain/mail address that accepts MDN request	request-mdn-accept-domain	(Enter the mail address or domain name to accept MDN request)
11	Whether to accept MDN request when your mail is sent to you as Cc or Bcc.	reply-mdn-copy-message	yes/no

Retrieving E-mail environment settings

When you want to retrieve E-mail environment settings by mail, enter the following title on the Subject line.

%get-email-settings#xxxx% (xxxx is a password.)

To edit the retrieved parameter, store the E-mail file as text (.txt) on your PC.

Example:

Sending E-mail
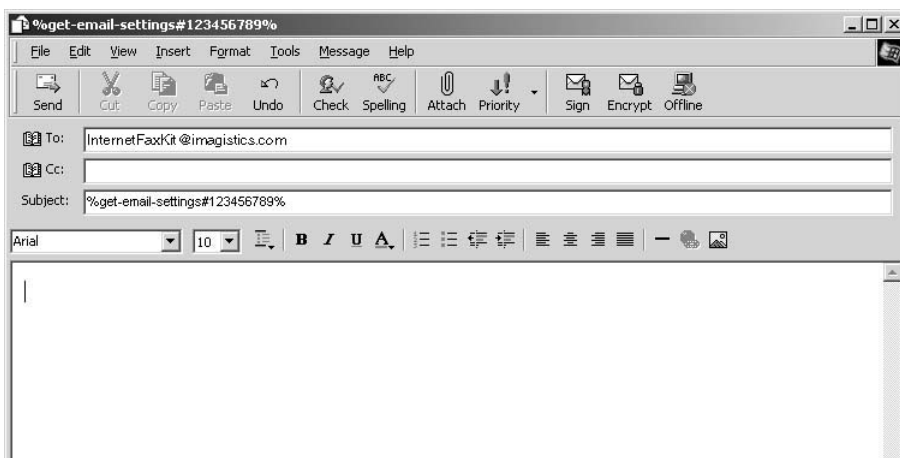
Note: When the mail is sent properly, you will receive mail that describes the E-mail environment settings with the following format: **%Parameter = Value**

Retrieving E-mail
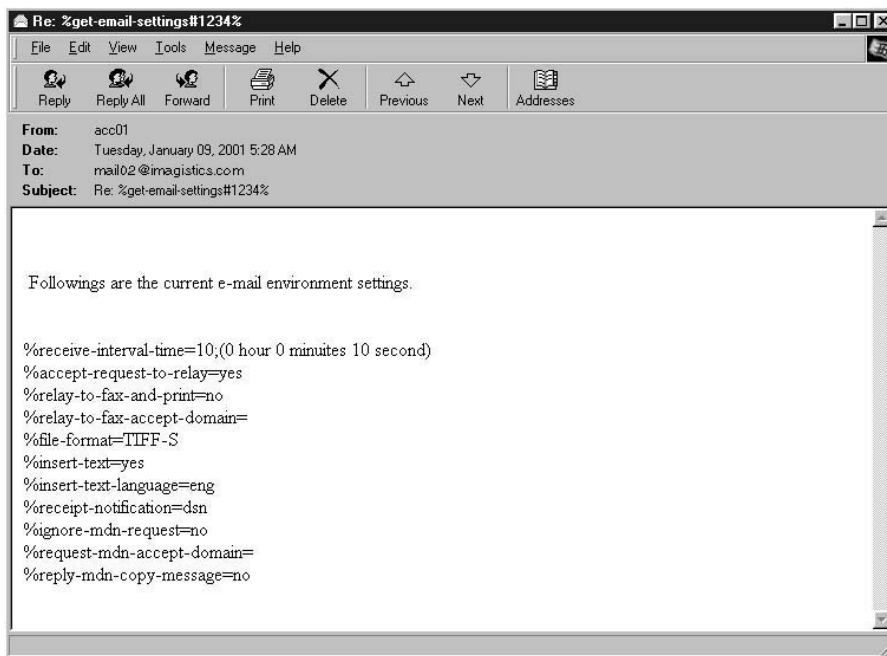
Programming E-mail environment settings

To change or update the retrieved parameter, open the text file (.txt). Copy the body text and paste it on the body of the newly created E-mail message. Delete any headers that may be present in the body of the E-mail.

When you want to program E-mail environment settings by mail, enter the following title on the Subject line.

%set-email-settings#xxxx% (xxxx is the password for remote access.)

Each parameter should be entered as follows: **%Parameter = Value**

Note: One parameter should be entered per line from the start of the line.
According to the e-mail software or mail server, the long parameter may be divided into two or more lines automatically. In this case, after entering about 70 characters, press Enter key to start a new line and put one space at the beginning of the next line.
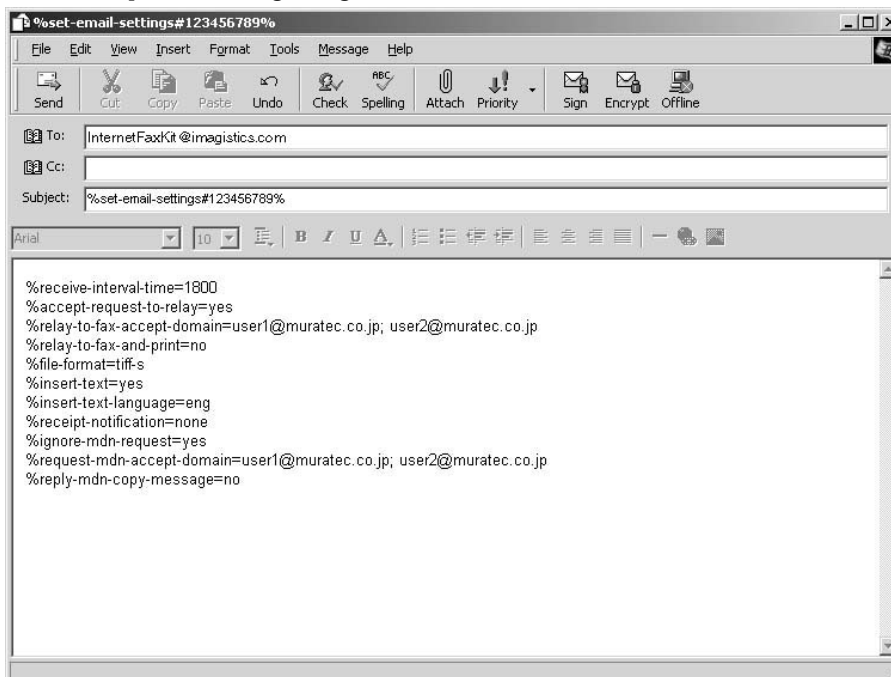
Programming and Retrieving One-touch/Speed-dialing setting

Retrieving One-touch/Speed-dialing settings

When you want to retrieve One-touch/Speed-dialing settings by mail, enter the following title on the Subject line.

%get-onetouch#xxxx% (xxxx is the password for remote access.)

%get-speed-dial#xxxx% (xxxx is the password for remote access.)

To edit the retrieved parameter, store the E-mail file as text (.txt) on your PC.

Note: When the mail is sent properly, you will receive mail that describes all One-touch/Speed-dialing settings.

Programming One-touch/Speed-dialing settings

To change or update the retrieved parameter, open the text file (.txt). Copy the body text and paste it on the body of the newly created E-mail message. Delete any headers that may be present in the body of the E-mail.

When you want to program One-touch/Speed-dialing settings by mail, enter the following title on the Subject line.

%set-onetouch#xxxx% (xxxx is the password for remote access.)

%set-speed-dial#xxxx% (xxxx is the password for remote access.)

Follow the following rules to program the settings:

1. All records should be enclosed with @start-record and @end-record.

2. You can not begin a new line in between @start-record and @end-record.

3. Do not enter other records on the lines containing @start-record and @end-record.

Each record should be entered as follows:

No.;Name;FaxNumber;MailAddress;FaxGroup;MailGroup;FileFormat;

	Parameter	Value
1	No.	One-touch numbers or Speed-dialing numbers
2	MailAddress	Mail address (maximum of 50 characters)
3	FaxNumber	Fax number (maximum of 40 characters)
4	FaxGroup	Group numbers for fax No.1~32 used For multiple entries, separate with commas. Only effective when fax number is designated.
5	MailGroup	Group numbers for mail No.33~65 used For multiple entries, separate with commas. Only effective when mail address is designated
6	FileFormat	File format upon mail transmission tiff-s/tiff/pdf Only effective when mail address is designated

4. Each parameter in a record should be separated with a semicolon (;).

5. You can not enter more than one record per line.

6. Each record should start at the beginning of a new line.

Note: According to the e-mail software or mail server, the long parameter may be divided into two or more lines automatically. In this case, after entering about 70 characters, press Enter key to start a new line and put one space at the beginning of the next line.

Example

```
%set-onetouch#123456789%                                        _ □ ×

  File   Edit   View   Insert   Format   Tools   Message   Help

   Send    Cut   Copy   Paste   Undo   Check  Spelling   Attach  Priority    Sign  Encrypt  Offline

  To:    InternetFaxKit @imagistics.com
  Cc:
  Subject:  %set-onetouch#123456789%

  Arial              10      B  I  U  A

  @start-record
  01;branch office;123-456-7890;user1@muratec.co.jp;1,2,3;33,34;tiff;
  02;;222-456-7890;user2@muratec.co.jp;1,2,3;33,34;tiff;
  03;NY office;;user3@muratec.co.jp;;64;pdf;
  04;Kyoto office;123-456-7890;;10;;;
  05;;;;;;;;
  @end-record
```
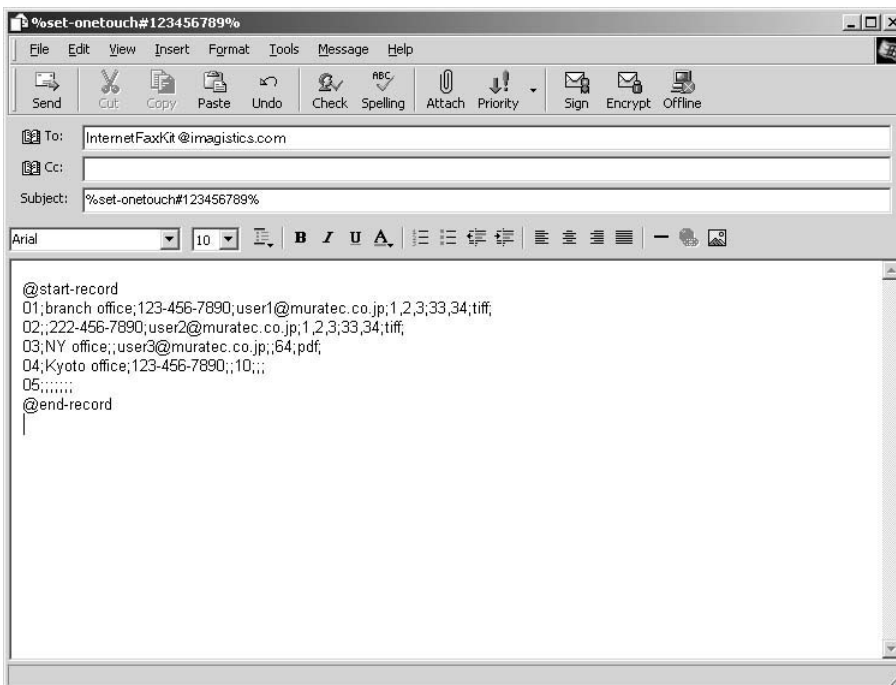
Programming and Retrieving Fax Gateway settings

Retrieving Fax Gateway settings

When you want to retrieve Fax Gateway settings by mail, enter the following title on the Subject line.
%get-fax-gateway#xxxx% (xxxx is a password for remote access)

To edit the retrieved parameter, store the E-mail file as text (.txt) on your PC.

Note: When the mail is sent properly, you will receive mail that contains a list of all Gateway registrations.

Programming Fax Gateway settings

To change or update the retrieved parameter, open the text file (.txt). Copy the body text and paste it on the body of the newly created E-mail message. Delete any headers that may be present in the body of the E-mail.

When you want to program the Fax Gateway by mail, enter the following title on the Subject line.
%set-fax-gateway#xxxx% (xxxx is a password for remote access.)

Follow the following rules to program the settings.

1. All records should be enclosed with @start-record and @end-record.
2. You cannot begin a new line in between @start-record and @end-record.
3. Do not enter other records on the lines containing @start-record and @end-record.

Each record should be entered as follows:

No.;MailAddress;FaxNumber;

	Parameter	Value
1	No.	Gateway number
2	mailaddress	Gateway mail address
3	FaxNumber	Delivery fax number For multiple entry, separate them with comma

Note: Separate each parameter with semicolon (;).

4. You can not enter more than one record per line.

5. Each record should start at the beginning of a new line.

Note: According to the e-mail software or mail server, the long parameter may be divided into two or more lines automatically. In this case, after entering about 70 characters, press Enter key to start a new line and put one space at the beginning of the next line.

Example
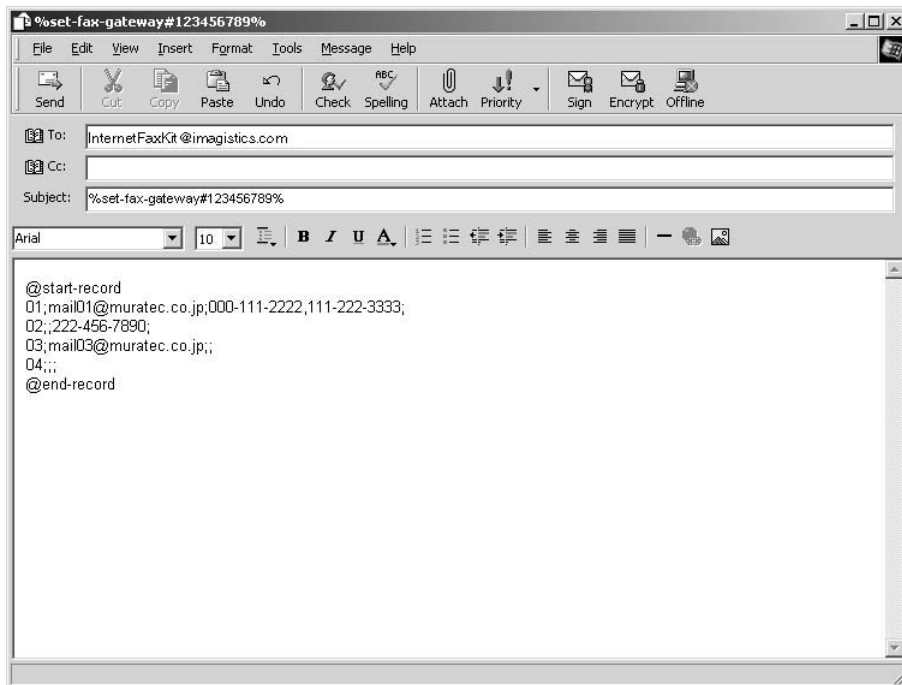
Programming and Retrieving Account settings

The following is the list of parameters and values for available items.

Items	Parameter	Value
Name	Name	(Enter name)
Mail address	mailaddress	(Enter e-mail address)
Reply To address	reply-to	(Enter the Reply to e-mail address)
Subject	subject	(Enter the subject)
When mail that cannot be analyzed is received	handling-junkmail	Report / Return / Forward-to (e-mail addresses)
Automatic reception ON/OFF	anto-receive	yes/no
Mail check only	mail-check-only	yes/no
Automatic deletion	auto-delete	yes/no
Copy send message by Bcc	copy-message	yes/no
Destination mail address of above copy message	message-copy-address	(Enter e-mail address)
Copy send message by separate mail	archive-tx-message	yes/no
Destination mail address of above copy message	tx-message-archive-address	(Enter e-mail address)
Copies receive message	archive-rx-message	yes/no
Destination mail address of above copy message	rx-message-archive-address	(Enter e-mail address)
Unconditional FAX forwarding of received mai	forced-fax-relay	yes/no
Fax number of unconditional Fax forwarding of received mail	forced-relay-faxnumber	(Enter fax number)

Retrieving Account settings

When you want to retrieve account setting by mail, enter the following title on the Subject line.

%get-account#xxxx% (xxxx is a password for remote access.)

Follow the following rules to program the setting.

Enter the account name (account ID) and account password at the beginning of the line as follows:

> **%id= XXXX** (XXXX: account name.)
> **%password= YYYY** (YYYY: account password)

Note: The account ID (account name) and password should be entered with matching the case of letters.

Note: One parameter should be entered per line from the start of the line.

Note: According to the e-mail software or mail server, the long parameter may be divided into two or more lines automatically. In this case, after entering about 70 characters, press Enter key to start a new line and put one space at the beginning of the next line.

To edit the retrieved parameter, store the E-mail file as text (.txt) on your PC.

Programming Account settings

To change or update the retrieved parameter, open the text file (.txt). Copy the body text and paste it on the body of the newly created E-mail message. Delete any headers that may be present in the body of the E-mail.

When you want to program an account by mail, enter the following title on the Subject line.

%set-acccount#XXXX% (xxxx is a password for remote access)

Follow the following rules to program the setting.

Enter the account name (account ID) and account password at the beginning of the line as follows:

%id= XXXX (xxxx: account name.)
%password= YYYY (YYYY: account password)

Note: The account ID (account name) and password should be entered with matching the case of letters.

Note: One parameter should be entered per line from the start of the line.

Note: According to the e-mail software or mail server, the long parameter may be divided into two or more lines automatically. In this case, after entering about 70 characters, press Enter key to start a new line and put one space at the beginning of the next line.

As for the following functions, only retrieving functions are available.

Retrieving Fax transmission history

When you want to retrieve the Fax transmission history by mail, enter the following title on the Subject line.

%get-fax-tx-log#XXXX% (xxxx is a password for remote access.)

Note: Fax transmission history will be in the body of the mail that comes in response.
Each record will be separated by semicolons (;).

Retrieving Fax reception history

When you want to retrieve the Fax reception history by mail, enter the following title on the Subject line.

%get-fax-rx-log#XXXX% (xxxx is a password for remote access.)

Note: Fax reception history will be in the body of the mail that comes in response.
Each record will be separated by semicolons (;).

Retrieving Mail transmission history

When you want to retrieve the Mail transmission history by mail, enter the following title on the Subject line.

%get-mail-tx-log#XXXX% (xxxx is a password for remote access.)

Note: Mail transmission history will be in the body of the mail that comes in response.
Each record will be separated by semicolons (;).

Retrieving Mail reception history

When you want to retrieve the Mail reception history by mail, enter the following title on the Subject line.

%get-mail-rx-log#XXXX% (xxxx is a password for remote access.)

Note: Mail reception history will be in the body of the mail that comes in response.
Each record will be separated by semicolons (;).

Programming Your Machine

Programming an E-mail address into the one-touch keys

What is one-touch dial?

Once a recipient's data is registered in One-touch dialing, it can be displayed with a single touch of a button. When communications are frequent with a recipient, this setting can save cumbersome entry jobs.

Your machine can store up to 56 One-touch numbers using the keys marked 01-56.

Both a mail address and a fax number can stored into a one-touch key.

Entering a one-touch number for 5000

Note: If your machine is 3500, see page 3.4.
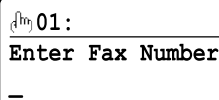
1 Press **MENU**, **1**, **1**, **0, 1, ENTER**. The LCD shows the empty one-touch number.

```
01.Enter One-Touch
Select One-Touch      (01-56)
⌇01:No Number Stored
```

> **Note:** If a one-touch number other than 01 appears on the LCD, it means that you have already entered a number for 01.

2 Press one-touch key in which you want to store fax number and/or e-mail address, and then press **ENTER**.

```
⌇01:
Enter Fax Number

_
```

3 Enter the fax number. Then press **ENTER**. A fax number can be up to 40 characters in length.
> **Note:** Even when no fax number is entered, the LCD switches to the mail address registration screen.

```
⌇01:
Enter Mail Address

_
```

4 Use the numeric keypad to enter a e-mail address. A mail address can be up to 50 characters in length.

```
⌇01:123-4567
Enter Mail Address
abcd@imagistics.com_
```

> **Note:** For details on character and number entry, refer to the "5000 Operating Instructions".

5 When the mail address is as you want it, press **ENTER** to store it. The LCD now shows:

```
₼01:123-4567,abcd@imagistics.
Exit
Location:Not Stored
Format  :TIFF-S
```

6 Select "**Location**" and press **ENTER**. The LCD shows:

```
₼01:123-4567,abcd@imagistics.
Location       Upper Case

_
```

> **Note:** If a Location ID is already registered in this one-touch key, it is shown on the LCD. If you wish to change the location ID, press CANCEL to erase it and then enter another location ID.

7 Enter the Location ID. A number's Location ID may be up to 24 characters in length.
(Regarding how to enter the character, refer to the "5000 Operating Instructions".)

8 Press **ENTER** to save the setting.

9 Select "**Format**" and press **ENTER**. The LCD shows:

```
₼01:123-4567,abcd@imagistics.
Mail File Format
TIFF-S         PDF
TIFF
```

10 Select the file format using the cursor key and then press **ENTER**.
The document is converted to the file format that is set here when send e-mail and when the received fax document is forwarded by the e-mail.

11 Select "**Exit**" and press **ENTER**.

The LCD will display the next empty one-touch number.
If you do want to enter another one-touch number, go back to step 2.
If you do not want to enter any more one-touch numbers, press **STOP** to finish.

Erasing a one-touch number for 5000

1 Press **MENU, 1, 1, 0, 2, ENTER**. The LCD shows the one-touch number you have already entered.

2 Select the one-touch key you want to erase.
> **Note:** You can select the one-touch key by pressing that key on the control panel or using the cursor key.

3 Press **ENTER**. Then the LCD shows "**OK to Erase?**".

4 Press **[Yes]** to erase the number.
> **Note:** If you want to quit without erasing the one-touch number you've selected, press **[No]**. The LCD will return to step 2.

5 To erase another one-touch number, repeat steps 2-4.   Otherwise, press **STOP** to return to standby mode.

Printing a list of one-touch numbers for 5000

To print out a list of one-touch numbers, press **MENU**, **5**, **1**, **0, 5**, **ENTER**.

Entering a one-touch number for 3500

Note: If your machine is 5000, see page 3.2.

1 Press **MENU, 1, 1, 1, ENTER**. The LCD shows the empty one-touch number:

```
Select One-Touch
01:No Number Stored
```

Note: If a one-touch number other than 01 appears on the LCD, it means that you have already entered a number for 01.

2 Press ▼ or ▲ to select the one-touch key in which you want to store a number or change a previously stored number.

Note: You can select the one-touch key by pressing that key on the control panel.

3 Press **ENTER**. The LCD shows:

```
02:Fax Number
_
```

4 Enter the fax number exactly and then press **ENTER**. The number can be up to 40 characters in length.

Note: Even when no fax number is entered, the LCD switches to the mail address registration screen.

```
02:Address ;Lower
_
```

5 Use the numeric keypad to enter a e-mail address. A mail address can be up to 50 characters in length.

```
02:Address ;Lower
abcd@imagistics.com_
```

Note: For details on character and number entry, refer to the "3500 Operating Instructions".

6 When the mail address is as you want it, press **ENTER** to store it. The LCD will show:

```
02:Name    ;Upper
_
```

Note: If a Location ID is already registered in this one-touch key, it is shown on the LCD. If you wish to change the location ID, press CANCEL to erase it and then enter another location ID.

7 Enter the Location ID. A number's Location ID may be up to 24 characters in length.
(Regarding how to enter the character, refer to the "3500 Operating Instructions".)

8 Press **ENTER**. The LCD shows:

```
02:Format    :TIFF-S
         ▼/▲/Enter
```

9 Select the file format using the cursor key.
The document is converted to the file format that is set here when send e-mail and when the received fax document is forwarded by the e-mail.

10 Press **ENTER** to save the setting.

The LCD will display the next empty one-touch number.
If you do want to enter another one-touch number, go back to step 2.
If you do not want to enter any more one-touch numbers, press **STOP** to finish.

Erasing a one-touch number for 3500

1 Press **MENU, 1, 1, 2, ENTER**. The LCD shows the one-touch number you have already entered:

```
Select One-Touch
01:123-4567
```

   Note: If the one-touch number that appears is other than 01, it means that 01 is empty.

2 Press ▼ or ▲ to select the one-touch key you want to erase.
   Note: You can select the one-touch key by pressing that key on the control panel.

3 Press **ENTER**. The following two displays will appear alternately:

```
02:Erase One-Touch
Yes -> Enter
```
```
02:Erase One-Touch
No  -> Cancel
```

   Note: If you want to quit without erasing the one-touch number you've selected, press **cancel**.
   The LCD will return to step 2.

4 Press **ENTER** to erase the number.

   To erase another one-touch number, repeat steps 2-4.
   Otherwise, press **STOP** to return to standby mode.

Printing a list of one-touch numbers for 3500

To print a list of one-touch numbers, press **MENU, 5, 1, 0, 5, ENTER**.

You can also enter a one-touch number on the Web.

Registration from the browser

1 Start up "Administration tool for Internet Fax Kit". Click **One-touch dialing** under [**Operation setting**].

2 Click a one-touch number on the one-touch dialing table to register.

Address Book - Import/Export

The address book registered into this equipment can be imported or exported as a CSV file.

Click **Address Book - Import/Export** to perform import/export of one touch dial and speed dial registration data.

3 The one-touch dialing registration screen appears. Fill in the fields.

4 Click [**SET**] to register.

The next one-touch dialing registration screen appears.
If you want to see other one-touch dialing number, click **<<Prev** or **Next>>**.
If you want to see list of one-touch dialing, click **List**.

Erasing a one-touch number on the Web

1 Click [**Erase**] on the right of the one-touch dialing table.

2 The one-touch dial erase check screen appears. If you want to erase it, click the [**ERASE**] button.

Programming an E-mail address into the speed-dial numbers

What is speed-dial registration?

Once a recipient's data is registered in speed-dialing, it can be displayed by entering a 3-digit number. When communications are frequent with a recipient, this setting can save cumbersome entry jobs.
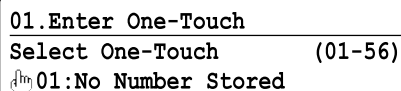
5000 can store up to 244 speed-dial numbers and 3500 can store up to 144 speed-dial numbers. One speed-dial number can register both a mail address and a fax number.

Entering a speed-dial number for 5000

Note: If your machine is 3500, see page 3.10.

1 Press **MENU**, **1**, **2**, **0, 1, ENTER**. The LCD shows the empty speed-dial number.

```
01.Enter Speed-Dial
Select Speed-Dial(001-244):_
001:No Number Stored
```

> **Note:** If a speed-dial number other than 001 appears on the LCD, it means that you have already entered a number for 001.
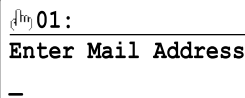
2 Using the cursor key, select the speed-dial number in which you want to store a number and/or e-mail address, and then press **ENTER**.

```
001:
Enter Fax Number

_
```

> **Note:** You can select the speed-dial number by directly entering that three-digit identifier code. When entering the identifier code for speed-dial numbers less than 100, you must enter leading zeroes to make three digits. For example, 001-099.
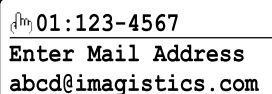
3 Enter the fax number. Then press **ENTER**. A fax number can be up to 40 characters in length.

> **Note:** Even when no fax number is entered, the LCD switches to the mail address registration screen.

```
001:123-4567
Enter Mail Address

_
```

4 Use the numeric keypad to enter a e-mail address. A mail address can be up to 50 characters in length.

```
001:123-4567
Enter Mail Address
abcd@imagistics.com_
```

> **Note:** For details on character and number entry, refer to the "5000 Operating Instructions".

5 When the mail address is as you want it, press **ENTER** to store it. The LCD now shows:

```
001:123-4567,abcd@imagistics.c
Exit
Location:Not Stored
Format  :TIFF-S
```

6 Select "**Location**" and press **ENTER**. The LCD shows:

```
001:123-4567,abcd@imagistics.c
Location        Upper Case

_
```

> **Note:** If a Location ID is already registered in this one-touch key, it is shown on the LCD. If you wish to change the location ID, press CANCEL to erase it and then enter another location ID.

7 Enter the Location ID. A number's Location ID may be up to 24 characters in length.
(Regarding how to enter the character, refer to the "5000 Operating Instructions".)

8 Press **ENTER** to save the setting.

9 Select "**Format**" and press **ENTER**. The LCD shows:

```
001:123-4567,abcd@imagistics.c
Mail File Format
TIFF-S        PDF
TIFF
```

10 Select the file format using the cursor key and then press **ENTER**.
The document is converted to the file format that is set here when send e-mail and when the received fax document is forwarded by the e-mail.

11 Select "**Exit**" and press **ENTER**.

The LCD will display the next empty speed-dial number.
If you do want to enter another speed-dial number, go back to step 2.
If you do not want to enter any more speed-dial numbers, press **STOP** to finish.

Erasing a speed-dial number for 5000

1 Press **MENU, 1, 2, 0, 2, ENTER**. The LCD shows the speed-dial number you have already entered.

2 Select the speed-dial number which you want to erase.

> **Note:** You can select the speed-dial number using the cursor key or directly entering that three-digit identifier code. When entering the identifier code for speed-dial numbers less than 100, you must enter leading zeroes to make three digits. For example, 001-099.

3 Press **ENTER**. Then the LCD shows "**OK to Erase?**".

4 Press **[Yes]** to erase the number.

> **Note:** If you want to quit without erasing the speed-dial number you've selected, press **[No]**. The LCD will return to step 2.

5 To erase another speed-dial number, repeat steps 2-4. Otherwise, press **STOP** to return to standby mode.

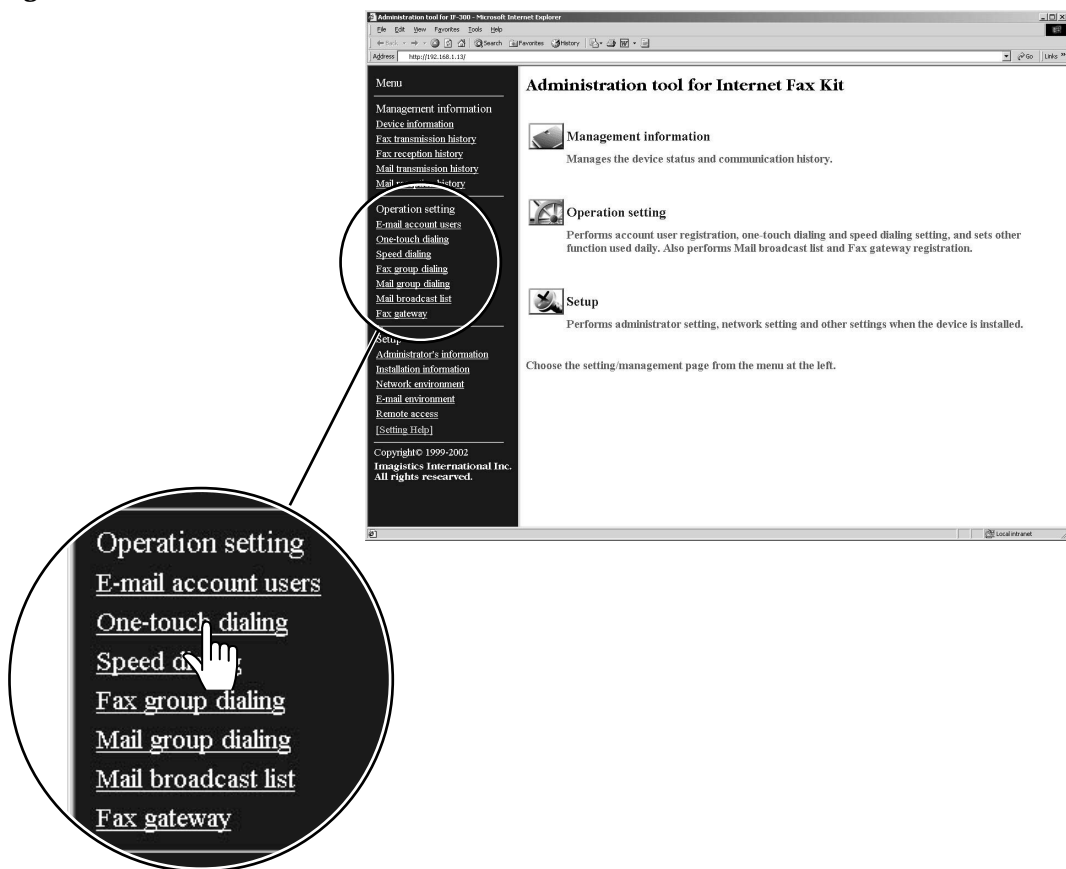## Printing a list of speed-dial numbers for 5000

To print out a list of speed-dial numbers, press **MENU**, **5**, **1**, **0, 6**, **ENTER**.

Entering a speed-dial number for 3500

Note: If your machine is 5000, see page 3.8.

1 Press **MENU, 1, 2, 1, ENTER**. The LCD shows:

```
Enter Speed Dial No.
001:No Number Stored
```

   Note: If a speed-dial number other than 001 appears on the LCD, it means you have already entered a number for 001.

2 Press ▼ or ▲ to select the speed-dial number in which you want to store a number or change a previously stored number.

   Note: You can select the speed-dial number by directly entering that three-digit identifier code. When entering the identifier code for speed-dial numbers less than 100, you must enter leading zeroes to make three digits. For example, 001-099.

3 Press **ENTER**. The LCD shows:

```
005:Fax Number
_
```

4 Enter the fax number exactly and then press **ENTER**. The number can be up to 40 characters in length.
   Note: Even when no fax number is entered, the LCD switches to the mail address registration screen.

```
005:Address ;Lower
_
```

5 Use the numeric keypad to enter a e-mail address. A mail address can be up to 50 characters in length.

```
005:Address ;Lower
abcd@imagistics.com_
```

   Note: For details on character and number entry, refer to the "3500 Operating Instructions".

6 When the number is as you want it, press **ENTER** to store it. The LCD now shows:

```
005:Name    ;Upper
_
```

   Note: If a Location ID is already registered in this speed-dial number, it is shown on the LCD. If you wish to change the location ID, press CANCEL to erase it and then enter another location ID.

7 Enter the Location ID. A number's Location ID may be up to 24 characters in length.
   (Regarding how to enter the character, refer to the "3500 Operating Instructions".)

8 Press **ENTER**. The LCD shows:

```
005:Format   :TIFF-S
         ▼/▲/Enter
```

9 Select the file format using the cursor key.
   The document is converted to the file format that is set here when send e-mail and when the received fax document is forwarded by the e-mail.

10 Press **ENTER** to save the setting.

   The LCD will display the next empty speed-dial number.
   If you do want to enter another speed-dial number, go back to step 2.
   If you do not want to enter any more speed-dial numbers, press **STOP** to finish.

Erasing a speed-dial number

1 Press **MENU, 1, 2, 2, ENTER**. The LCD shows:

```
Enter Speed Dial No.
001:9-555-584-6950
```

2 Press ▼ or ▲ to select the speed-dial in which you want to erase.

Note: You can select the speed-dial number by directly entering that three-digit identifier code. When entering the identifier code for speed-dial numbers less than 100, you must enter leading zeroes to make three digits. For example, 001-099.

3 Press **ENTER**. The following two displays will appear alternately:

```
005:Erase Speed Dial
Yes -> Enter
```
```
005:Erase Speed Dial
No  -> Cancel
```

Note: If you want to quit without erasing the speed-dial number you've selected, press **CANCEL**. The LCD will return to step 2.

4 Press **ENTER** to erase the number.

To erase another speed-dial number, repeat steps 2-4.
Otherwise, press **STOP** to return to standby mode.

Printing a list of speed-dial numbers

To print a list of speed-dial numbers, press **MENU, 5, 1, 0, 6, ENTER**.

Speed-dial registration can also be done from the browser as with One-touch dialing.

Registration from the browser

1 Start up "Administration tool for Internet Fax Kit". Click **<u>Speed dialing</u>** under [**Operation setting**].

2 Click the number in the list to be registered.

Address Book - Import/Export

The address book registered into this equipment can be imported or exported as a CSV file.
Click [**Address Book** - **Import/Export**] to perform import/export of One-touch dial and Speed-dial registration data.

3 The Speed-dialing screen appears. Fill in the fields and press the [**SET**] button to register.

Speed dialing No.001	

Use these settings to create, maintain and erase speed-dial numbers and information.

! Setting Help

<<Prev List Next>>

Contact name	
Fax No. (PRELIMINARY)	
Mail address (PRELIMINARY)	
Attached file format	○ TIFF-S ○ TIFF ○ PDF

[SET]   [REDO]

Note: After you press the [SET] button, next Speed-dialing screen appears.
User information entered above can be checked on the control panel of the fax main unit.

Erasing a Speed-dial number on the Web

1 Click [**Erase**] on the right of the speed-dialing number table.

2 The speed-dial erase check screen appears. If you want to erase it, click the [**ERASE**] button.

Speed dial erase check	

Erases speed dial No. 001

Speed-dial No.	001
Contact name	C_White
Fax No.	123-4567
E-mail address	C_White@Black.com

Erase?

[ERASE]   [CANCEL]

Programming an E-mail address into the group dial numbers

What is group dial?

Group dialing makes it possible to transmit the mail to multiple recipients in a single operation.

If you frequently send the same mail to more than one location, store the one-touch key(s) or speed-dial number(s) into a group.

For registering mail group dial numbers, use group numbers 33 through 64. (The numbers 01 through 32 are used for fax group dial numbers.)

This function is specifically used for E-mail, therefore, only one-touch dial numbers and speed-dial numbers in which mail addresses are stored can be registered.

Entering a group dial number for 5000

Note: If your machine is 3500, see page 3.16.

1 Press **MENU, 1, 4, 0, 1, ENTER**. The LCD shows the empty group number.

```
01.Enter Mail Group
Select Group Number(33-64):_
33:No Number Stored
```

2 Using the cursor key, select the group number in which you want to store a number.

3 Press **ENTER**. The LCD shows:

```
01.Enter Mail Group
Select One-Touch / Speed-Dial

33:_
```

4 Enter all the one-touch number(s) or the speed-dial number(s) you want to store into the group number by pressing the one-touch key or **SPEED DIAL/GROUP** and the numeric keypad. A comma will be automatically inserted between each number.

```
01.Enter Mail Group
Select One-Touch / Speed-Dial
YYYYYYYY
33:[01],S001,[23]_
```

　　Note: YYYYYYYY: Stored mail address or name will be displayed
　　　　　　　Up to 300 numbers can be registered in one group dial number.

5 Press **ENTER** to reflect the new setting.

6 The LCD will display the next empty group number.
If you do want to enter numbers for another group number, go back to step 2.
If you do not want to enter any more numbers, press **STOP** to return to standby mode.

Erasing a group dial number for 5000

1   Press **MENU, 1, 4, 0, 2, ENTER**. The LCD shows:

```
02.Erase Mail Group
Select Group Number(33-64):_
33:[01],S001,[23]
```

2   Using the cursor key, select the group number you want to erase.

3   Press **ENTER**. The LCD shows:

```
02.Erase Mail Group
OK to Erase?
33:[01],S001,[23]
          [ Yes  ][  No  ]
```

> **Note:**   If you want to quit without erasing the group number you've selected, press [**No**]. The machine will return to step 2.

4   Press **[Yes]** to erase the number.

To erase another group number, repeat steps 2-4.
Otherwise, press **STOP** to return to standby mode.

Printing a list of group-dial number for 5000

To print out a list of Group-dial numbers, press **MENU**, **5**, **1**, **0**, **7**, **ENTER**.

Entering a group dial number for 3500

Note: If your machine is 5000, see page 3.14.

1 Press **MENU, 1, 4, 1, ENTER**. The LCD shows the empty group number.

```
Enter Mail Group No.
33:No Number Stored
```

2 Press ▼ or ▲ to select the mail group number in which you want to store a number.

3 Press **ENTER**. The LCD shows:

```
33:Enter One-T/Speed
_
```

4 Enter all the one-touch number(s) or the speed-dial number(s) you want to store into the mail group number by pressing the one-touch key or speed dial/group and the numeric keypad. A comma will be automatically inserted between each number.

```
33:YYYYY
[01],[03],S002_
```

> **Note:** YYYYYYYY: Stored mail address or name will be displayed
> Up to 200 numbers can be registered in one group dial number.

5 When all numbers are entered, press enter to store it.

6 The LCD will display the next empty mail group number.
If you do want to enter numbers for another mail group number, go back to step 2.
If you do not want to enter any more mail group numbers, press **STOP** to return to standby mode.

Erasing a call group

1 Press **MENU, 1, 3, 2, ENTER**. The LCD shows:

```
Enter Mail Group No.
33:[01],[03],S002
```

2 Press ▼ or ▲ to select the group number you want to erase.

3 Press **ENTER**. The following two displays will appear alternately:

```
01:Erase Group Dial        01:Erase Group Dial
Yes -> Enter               No  -> Cancel
```

> **Note:** If you want to quit without erasing the mail group number you've selected, press **CANCEL**.
> The LCD will return to step 2.

4 Press **ENTER** to erase the number.

To erase another group number, repeat steps 2-4.
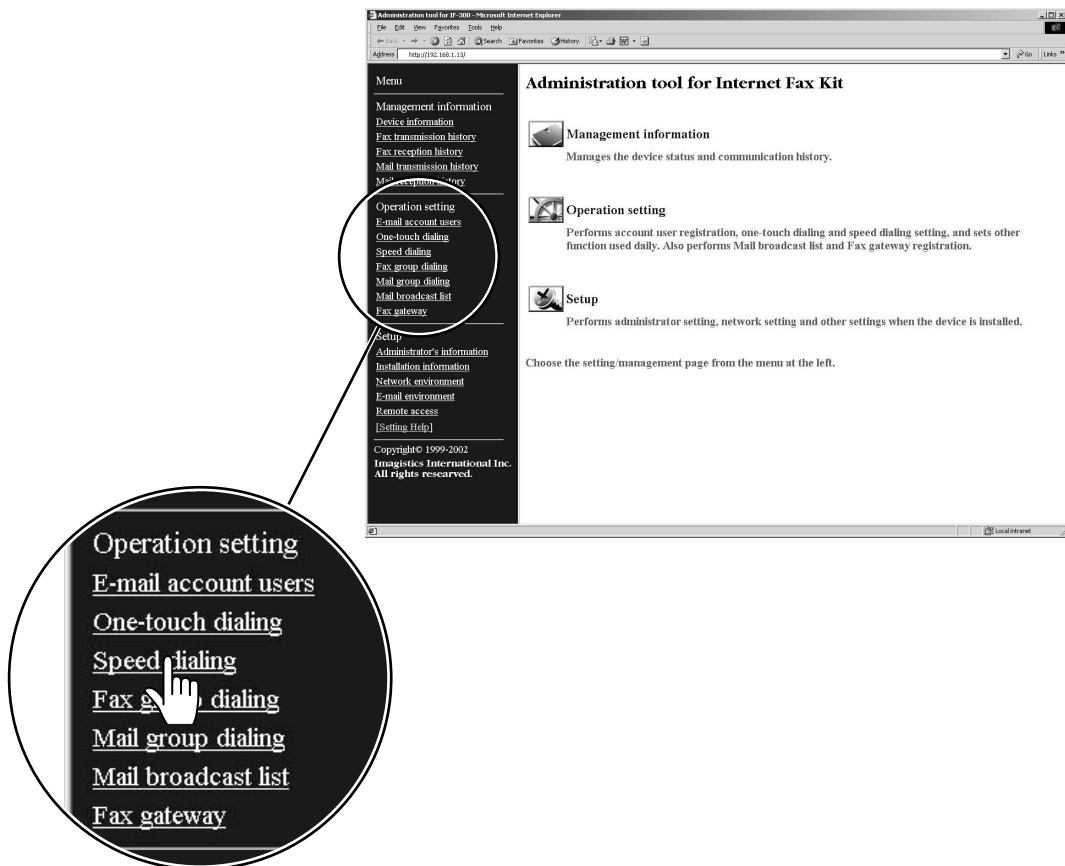Otherwise, press **STOP** to return to standby mode.

Printing a list of group-dial number for 3500

To print out a list of group-dial numbers, press **MENU**, **5**, **1**, **0**, **7**, **ENTER**.

Group dial numbers can also be registered, listed and deleted from the browser.

Entering a Mail group dial number

1 Start up "Administration tool for Internet Fax Kit". Click **Mail group dialing** under [**Operation setting**].

2 Click the mail group number you want to register.

3 Press the [**Register/Edit**] button to enter the one-touch and/or speed-dial numbers to be registered.

Mail group No. 33 details

These are mail only group No. 33 details.
One-touch/speed dialing with mail address registered can be specified at this group.

! Setting Help

<<Prev List Next>>

Mail only group No. 33 registration table

Type of dialing	No.	Contact name	Mail address
One-touch	[01]	A_Brighton	A_Brighton@muratec.com
Speed	S001	C_White	C_White@muratec.com
One-touch	[23]	T_Cornwell	T_Cornwell@muratec.com

Operation Press the button.

Register / Edit Regist/edits one-touch/speed dial at this mail group.

ERASE Erases these mail groups.

---

4 To register one-touch dialing, check the desired one-touch dialing number.

Mail group No. 33

Registers one-touch dialing at mail only group dialing.

! Setting Help

Operation

To register one-touch dialing, check the desired one-touch dialing number.

To remove one-touch dialing from a group, uncheck the desired one-touch dialing number.

To register another speed dialing, press the [Speed Dial Numbers] button.

After entering all the checks, press the "SET" button.

There is no checkbox for one-touch dial numbers without E-mail address registered.

Notice: Group dialing registration is not completed until the "SET" button is pressed.

After choosing the number to be registered at a group by [One-Touch Dial Numbers] and [Speed Dial Numbers], always press the "SET" button.

Speed Dial Numbers   SET

One-Touch Dial Numbers

Add	No.	Contact name	Contact mail address
	01	Foo Inc.	
☐	02	Bar Sales	bar@bar.com
☑	03	Inter-pizza.com	pizza@inter-pizza.com

[Speed Dial Numbers] button

To register a speed dialing, press the this button. Check the desired speed-dialing number.

[SET] button

Click this button to register the entry.

Erasing and Listing of Mail group numbers.

Follow the same procedures as with one-touch dialing.

Note: Registration, listing and deletion for Fax Group Dialing are performed following the same procedure.

Registration of a Mail Broadcast list

What is a Mail Broadcast list?

When a Mail Broadcast List is used, one-time broadcast (maximum 3200 addresses) to multiple addresses (mail address) is possible.

Mail Broadcast List registration is performed by uploading CSV (Comma Separated Values) files, and up to 3200 mail addresses can be registered in one Mail Broadcast List.

Setting of Mail Broadcast list

1 Start up "Administration tool for Internet Fax Kit". Click **Mail Broadcast list** under [**Operation setting**].
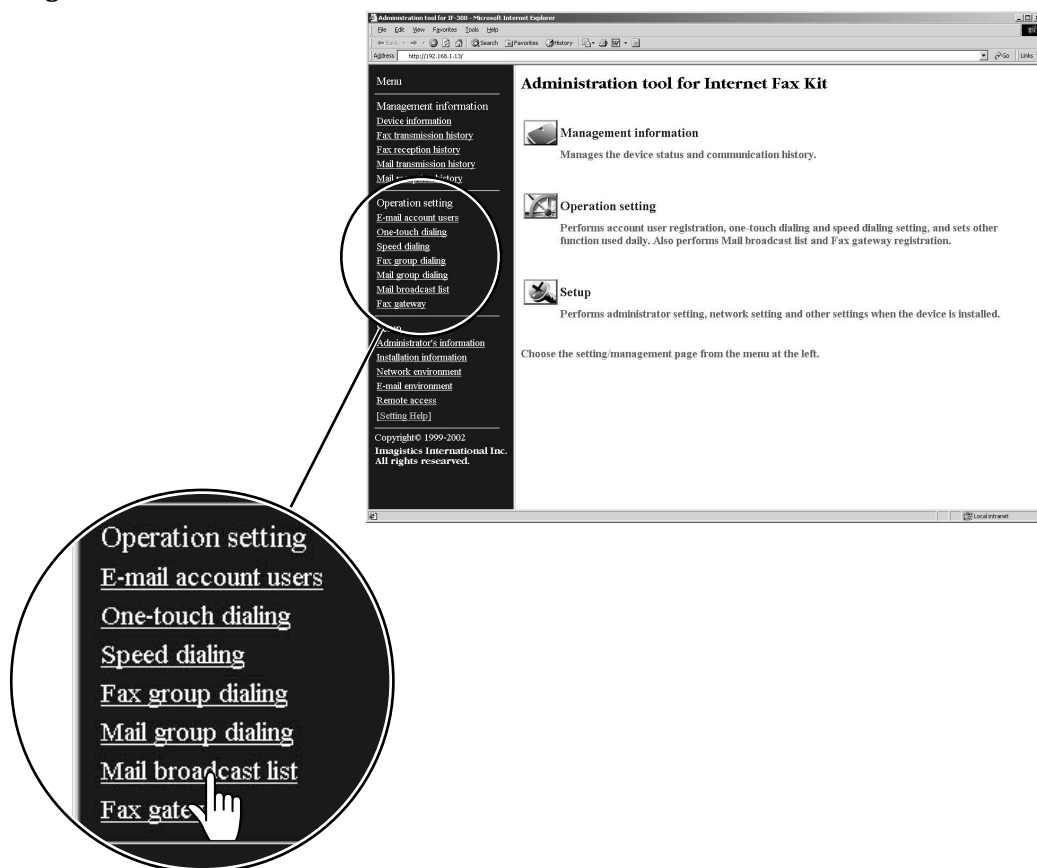
2 Click the number in the list to be registered.

Operation setting - Mail Broadcast List

Manages, creates, and erases Mail Broadcast List.
This list can be specified as the address when sending mail.

(Notice) List cannot be partially edited.

Legend
Entry list table can be displayed by clicking on the group No.
Shows that the list of a group with no entries is vacant.
Table of registered lists is displayed by clicking on the group link.

Mail Broadcast List regist status

Total number of registered records	1253
Number of records that can be registered.	1947
Number of vacant groups.	26

Records registered by group

No.	Number of registered records				
60s.	Group 65: 3records	Group 66: 50records	Group 67: 15records	Group 68: 12records	Group 69: 150records
70s.	Group 70: 26records	Group 71: 0records	Group 72: 0records	Group 73: 0records	Group 74: 0records
	Group 75:	Group 76:	Group 77:	Group 78:	Group 79:

3 If there are no records in the list, the following screen appears. To create a new list, press the [**New List**] button.

Mail Broadcast List No. 75 list

This is the Mail Broadcast List No. 75 list.

! Setting Help

Mail Broadcast List No. 75 contact name/mail address

Contact name	Mail address

No entry.

Operation for this list

New List...   Create new list.

4 Click [**Browse**] button and choose table file (address list .csv), and then press the [**UPLOAD**] button.

Creates Mail Broadcast List No. 75

Creates a list by uploading the address list file.

! Setting Help

Choses address list file.

Choose table file (address list .csv) and press UPLOAD button.

[   ] Browse...
UPLOAD   RESET

[UPLOAD] button
Click this button to register the entry.

[RESET] button
Click this button to retrieve the current setting.

The registered list will be shown as below.

[Replace List] button

    Click this button to erase the entire list and create a new list having the same group No.

[ERASE List] button

    Click this button to erase the list.

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Basic Operation

Sending a document over the LAN

Registering To/Cc/Bcc fields in soft keys.

When sending mail, you can select To/Cc/Bcc fields using the soft keys.

1 Press **MENU, 2, 1, 0, 3, ENTER**.

2 Press the soft key you want to register, and press **ENTER**.

3 The fields that can be registered are displayed on the LCD, so select "To/Cc/Bcc" with the cursor.

4 Press **ENTER**.

5 Press **STOP** to return to the standby screen.

6 To send, use the soft key, and select from To/Cc/Bcc.

Directly set a mail address and send.

For 5000

1 Place the document(s) **face up, top edge first**. Adjust the document guides –by sliding either of them to the left or right –to fit the page(s) you'll be sending.

2 Press **Internet Fax** to choose Internet FAX communication.

```
Enter Mail Address
To :_
    A4       Fine     Normal
           [  Mode  ][Contrast]
```

3 Select "To", "cc" or "bcc" by pressing the soft key which assigned "To/Cc/Bcc" (see above).

4 Enter the full e-mail address by using the numeric keypad.

```
Press START
To:abcde@domain_
    A4       Fine     Normal
           [  Mode  ][Contrast]
```

5 Press **START**. The machine starts to scan the document into memory. Then starts sending the e-mail message.
  If two or more accounts are registered, the LCD asks you to enter the account name to use for sending.

```
Enter Mail Account Name
                Lower Case

_
          [Default ][  List  ]
```

To use the default account, press **[Default]** or **ENTER** without entering any characters.
To use a different account, press **[List]**, and use the cursor key to select the account name from the list,
then press **ENTER**.

If the account is configured with a password, enter the **password**, then press **ENTER**.

```
Enter Mail Account Password
                  Lower Case

_
```

Note: The account password should be entered with matching the case of letters.

For 3500

1 Place the document(s) **face up, top edge first**. Adjust the document guides –by sliding either of them to
the left or right –to fit the page(s) you'll be sending.

2 Press **Internet Fax** to choose Internet FAX communication.

```
MailAddress;Lower
_
```

3 Select "To", "cc" or "bcc" by pressing the soft key which assigned "To/Cc/Bcc" (see above).

4 Enter the full e-mail address by using the numeric keypad.

```
MailAddress;Lower
abcd@domain_
```

5 Press **START**. The machine starts to scan the document into memory. Then starts sending the e-mail
message.

If two or more accounts are registered, the LCD asks you to enter the account name to use for sending.

```
AccountName;Upper
_
```

To use the default account, press **ENTER** without entering any characters.
To use a different account, press ▼ to display the account name list, then use ▼ or ▲ to select the account
name, then press **ENTER** twice.

If the account is configured with a password, enter the **password**, then press **ENTER**.

```
Password   ;Upper
_
```

Note: The account password should be entered with matching the case of letters.

Sending using the one-touch key.

For 5000

1 Place the document(s) **face up, top edge first**. Adjust the document guides –by sliding either of them to the left or right –to fit the page(s) you'll be sending.

2 Press **Internet Fax** to choose Internet FAX communication.

```
┌────────────────────────────────┐
│ Enter Mail Address             │
│ To :_                          │
│     A4       Fine     Normal   │
│            [  Mode  ][Contrast]│
└────────────────────────────────┘
```

3 Press **one-touch key** with which the mail address is registered.
The machine starts to scan the document into memory. Then starts sending the e-mail message.

If two or more accounts are registered, the LCD asks you to enter the account name to use for sending.

```
┌────────────────────────────────┐
│ Enter Mail Account Name        │
│                 Lower Case     │
│ _                              │
│           [Default ][  List  ] │
└────────────────────────────────┘
```

To use the default account, press **[Default]** or **ENTER** without entering any characters.
To use a different account, press **[List]**, and use the cursor key to select the account name from the list, then press **ENTER**.

If the account is configured with a password, enter the **password**, then press **ENTER**.

```
┌────────────────────────────────┐
│ Enter Mail Account Password    │
│                 Lower Case     │
│ _                              │
│                                │
└────────────────────────────────┘
```

Note: The account password should be entered with matching the case of letters.

For 3500

1 Place the document(s) **face up, top edge first**. Adjust the document guides –by sliding either of them to the left or right –to fit the page(s) you'll be sending.

2 Press **Internet Fax** to choose Internet FAX communication.

```
MailAddress;Lower
_
```

3 Press **one-touch key** with which the mail address is registered.
The machine starts to scan the document into memory. Then starts sending the e-mail message.

If two or more accounts are registered, the LCD asks you to enter the account name to use for sending.

```
AccountName;Upper
_
```

To use the default account, press **ENTER** without entering any characters.
To use a different account, press ▼ to display the account name list, then use ▼ or ▲ to select the account name, then press **ENTER** twice.

If the account is configured with a password, enter the **password**, then press **ENTER**.

```
Password   ;Upper
_
```

Note: The account password should be entered with matching the case of letters.

Sending using a speed-dial number.

For 5000

1 Place the document(s) **face up, top edge first**. Adjust the document guides –by sliding either of them to the left or right –to fit the page(s) you'll be sending.

2 Press **Internet Fax** to choose Internet FAX communication.

```
Enter Mail Address
To :_
    A4        Fine      Normal
            [  Mode  ][Contrast]
```

3 Select "To", "cc" or "bcc" by pressing the soft key which assigned "To/Cc/Bcc" (see page 4.2).

4 Press **SPEED DIAL/GROUP** and then enter 3-digits number (001 to 244) for speed-dial number you want to use. The LCD shows the Location ID (or e-mail address) you stored:

```
Enter Mail Address
To :_
    A4        Fine      Normal
            [  Mode  ][Contrast]
```

5 Press **START**. The machine starts to scan the document into memory. Then starts sending the e-mail message.

If two or more accounts are registered, the LCD asks you to enter the account name to use for sending.

```
Enter Mail Account Name
                 Lower Case

_
           [Default ][  List  ]
```

To use the default account, press **[Default]** or **ENTER** without entering any characters.
To use a different account, press **[List]**, and use the cursor key to select the account name from the list, then press **ENTER**.

If the account is configured with a password, enter the **password**, then press **ENTER**.

```
Enter Mail Account Password
                  Lower Case

_
```

Note: The account password should be entered with matching the case of letters.

For 3500

1 Place the document(s) **face up, top edge first**. Adjust the document guides –by sliding either of them to the left or right –to fit the page(s) you'll be sending.

2 Press **Internet Fax** to choose Internet FAX communication.

```
MailAddress;Lower
_
```

3 Select "To", "cc" or "bcc" by pressing the soft key which assigned "To/Cc/Bcc" (see page 4.2).

4 Press **SPEED DIAL/GROUP** and then enter 3-digits number (001 to 144) for speed-dial number you want to use. The LCD shows the Location ID (or e-mail address) you stored:

```
abcde@domain
To :S001_
```

5 Press **START**. The machine starts to scan the document into memory. Then starts sending the e-mail message.

If two or more accounts are registered, the LCD asks you to enter the account name to use for sending.

```
AccountName;Upper
_
```

To use the default account, press **ENTER** without entering any characters.
To use a different account, press ▼ to display the account name list, then use ▼ or ▲ to select the account name, then press **ENTER** twice.

If the account is configured with a password, enter the **password**, then press **ENTER**.

```
Password   ;Upper
_
```

Note: The account password should be entered with matching the case of letters.

Sending using the EasyDial directory

Note: For detail of the Telephone index feature, refer to your fax machine's operating instructions.

EasyDial directory dialing makes your autodialer (one-touch dialing and speed-dial dialing) even more like an electronic phone book. EasyDial sorts and displays numbers alphabetically according to their Location IDs, so you can find them and dial them easily.

To send using EasyDial:

For 5000

1 Place the document(s) **face up, top edge first**. Adjust the document guides –by sliding either of them to the left or right –to fit the page(s) you'll be sending.

2 Press **Internet Fax** to choose Internet FAX communication.

```
Enter Mail Address
To :_
    A4        Fine     Normal
          [  Mode  ][Contrast]
```

3 Select "To", "cc" or "bcc" by pressing the soft key which assigned "To/Cc/Bcc" (see page 4.2).

4 Press **TEL INDEX** (▼). The LCD shows the first listing in your fax machine's EasyDial directory:

```
Enter Mail Address
To :_
    A4        Fine     Normal
          [  Mode  ][Contrast]
```

The EasyDial directory sorts entries alphabetically in the following order:
(1) by alphabet, (2) by number and (3) by symbol.

5 Scroll through the listings to find the one you want. You do this by pressing the following cursor key:
- ◄ or ► to select the character set –alphabet, number or symbol –for the first character of the Location ID.
- ▼ or ▲ to check different listings within that character set.

Note: The scrolling is "open-ended." For example, when you run out of listings beginning with alphabet "A", pressing ▼ or ▲ automatically moves you into listings beginning with other characters.

Note: To quickly search, press capital letter of Location ID using the numeric keypad.

6 When the LCD displays the name you want to dial, press **ENTER**.

```
Press START
To:‹‰›01:ABC Shoji
              Fine     Normal
          [  Mode  ][Contrast]
```

7 Press **START**. The machine starts to scan the document into memory. Then starts sending the e-mail message.

If two or more accounts are registered, the LCD asks you to enter the account name to use for sending.

```
Enter Mail Account Name
                  Lower Case

_
          [Default ][  List  ]
```

To use the default account, press **[Default]** or **ENTER** without entering any characters.
To use a different account, press **[List]**, and use the cursor key to select the account name from the list, then press **ENTER**.

If the account is configured with a password, enter the **password**, then press **ENTER**.

```
Enter Mail Account Password
                    Lower Case

_
```

Note: The account password should be entered with matching the case of letters.

For 3500

1 Place the document(s) **face up, top edge first**. Adjust the document guides –by sliding either of them to the left or right –to fit the page(s) you'll be sending.

2 Press **Internet Fax** to choose Internet FAX communication.

```
MailAddress;Lower
_
```

3 Select "To", "cc" or "bcc" by pressing the soft key which assigned "To/Cc/Bcc" (see page 4.2).

4 Press **TEL INDEX** (▼). The LCD shows the first listing in your fax machine's EasyDial directory:

```
MailAddressIndex [A]
ABC Shoji      :[01]
```

The EasyDial directory sorts entries alphabetically in the following order:
(1) by alphabet, (2) by number and (3) by symbol.

5 Scroll through the listings to find the one you want. You do this by pressing the following cursor key:
   • ◄ or ► to select the character set –alphabet, number or symbol –for the first character of the Location ID.
   • ▼ or ▲ to check different listings within that character set.

   Note: The scrolling is "open-ended." For example, when you run out of listings beginning with alphabet "A", pressing ▼ or ▲ automatically moves you into listings beginning with other characters.

   Note: To quickly search, press capital letter of Location ID using the numeric keypad.

6 When the LCD displays the name you want to dial, press **ENTER**.

```
ABC Shoji
To :[01]_
```

7 Press **START**. The machine starts to scan the document into memory. Then starts sending the e-mail message.

If two or more accounts are registered, the LCD asks you to enter the account name to use for sending.

```
AccountName;Upper
_
```

To use the default account, press **ENTER** without entering any characters.
To use a different account, press ▼ to display the account name list, then use ▼ or ▲ to select the account name, then press **ENTER** twice.

If the account is configured with a password, enter the **password**, then press **ENTER**.

```
Password    ;Upper
_
```

Note: The account password should be entered with matching the case of letters.

Broadcasting

Using the BROADCAST key

The fastest way to fax one document to many recipients is to broadcast it.

For 5000

1 Place the document(s) **face up, top edge first**. Adjust the document guides –by sliding either of them to the left or right –to fit the page(s) you'll be sending.

2 Press **Internet Fax** to choose Internet FAX communication.

```
Enter Mail Address
To :_
    A4      Fine    Normal
        [  Mode  ][Contrast]
```

3 Select "To", "cc" or "bcc" by pressing the soft key which assigned "To/Cc/Bcc" (see page 4.2).

4 Press **BROADCAST**.

5 Enter the first e-mail address. Use either a one-touch number, a speed-dial number, a mail group number or numeric keypad.
(Press **SPEED DIAL/GROUP** to switch between speed-dial numbers and mail group numbers.)

```
Press START
To: 01:onetouch@domain
    A4      Fine    Normal
        [  Mode  ][Contrast]
```

Note: If you enter characters by mistake, press **CANCEL** to erase them.

6 To add more e-mail addresses, press **BROADCAST**. Then enter the e-mail address as described in step 5. You can send to up to 330 numbers for a broadcast.

```
Press START
To: 01:onetouch@domain
            Fine    Normal
[ Review ][  Mode  ][Contrast]
```

Note: If you want to review the e-mail addresses you entered, press **[Review]**.

```
To :abcd@domain.com
To : 01:London
To :S001:Paris        ▼
[ Return ]      [ Erase  ]
```

If you want to erase any e-mail address, move the cursor on it and press **[Erase]**.
When you are finished, press **[Return]** to return to the previous display.

7 After entering, press **START**. The machine starts to scan the document into memory. Then starts sending the e-mail message to each address.

If two or more accounts are registered, the LCD asks you to enter the account name to use for sending.

```
Enter Mail Account Name
                   Lower Case

_
          [Default ][  List  ]
```

To use the default account, press **[Default]** or **ENTER** without entering any characters.
To use a different account, press **[List]**, and use the cursor key to select the account name from the list, then press **ENTER**.

If the account is configured with a password, enter the **password**, then press **ENTER**.

```
Enter Mail Account Password
                   Lower Case

_
```

Note: The account password should be entered with matching the case of letters.

For 3500

1 Place the document(s) **face up, top edge first**. Adjust the document guides –by sliding either of them to the left or right –to fit the page(s) you'll be sending.

2 Press **Internet Fax** to choose Internet FAX communication.

```
MailAddress;Lower
_
```

3 Press **BROADCAST**.

4 Select "To", "cc" or "bcc" by pressing the soft key which assigned "To/Cc/Bcc" (see page 4.2).

5 Enter the first e-mail address. Use either a one-touch number, a speed-dial number, a mail group number or numeric keypad.

6 To add more e-mail addresses, repeat steps 3 to 5.
You can send up to 230 numbers for a broadcast.

```
ABC Shoji
To :S001,Cc :[01]_
```

Note: If you enter characters by mistake, press **CANCEL** to erase them.

7 Press **START**. The machine starts to scan the document into memory. Then starts sending the e-mail message.

If two or more accounts are registered, the LCD asks you to enter the account name to use for sending.

```
AccountName;Upper
_
```

To use the default account, press **ENTER** without entering any characters.
To use a different account, press ▼ to display the account name list, then use ▼ or ▲ to select the account name, then press **ENTER** twice.

If the account is configured with a password, enter the **password**, then press **ENTER**.

```
Password    ;Upper
_
```

Note: The account password should be entered with matching the case of letters.

Using mail group number

The mail group number uses group numbers 33-64.

To use this feature, you must first preprogram the mail group number. (Refer to page 3.14 to 3.18.)

For 5000

1 Place the document(s) **face up, top edge first**. Adjust the document guides –by sliding either of them to the left or right –to fit the page(s) you'll be sending.

2 Press **Internet Fax** to choose Internet FAX communication.

```
Enter Mail Address
To :_
    A4       Fine     Normal
            [ Mode  ][Contrast]
```

3 Select "To", "cc" or "bcc" by pressing the soft key which assigned "To/Cc/Bcc" (see page 4.2).

4 Press **SPEED DIAL/GROUP** twice.

```
Enter Group Number
To :G_
    A4       Fine     Normal
            [ Mode  ][Contrast]
```

5 Enter a mail group number (33-64).

```
Press START
To :G33
    A4       Fine     Normal
            [ Mode  ][Contrast]
```

Note: If you want to send a e-mail to several groups at a time, press broadcast then repeat steps 3-5.

6 After entering, press **START**. The machine starts to scan the document into memory. Then starts sending the e-mail message to each address.

If two or more accounts are registered, the LCD asks you to enter the account name to use for sending.

```
Enter Mail Account Name
                Lower Case

_
            [Default ][  List  ]
```

To use the default account, press **[Default]** or **ENTER** without entering any characters.
To use a different account, press **[List]**, and use the cursor key to select the account name from the list, then press **ENTER**.

If the account is configured with a password, enter the **password**, then press **ENTER**.

```
Enter Mail Account Password
                  Lower Case

_
```

Note: The account password should be entered with matching the case of letters.

For 3500

1 Place the document(s) **face up, top edge first**. Adjust the document guides –by sliding either of them to the left or right –to fit the page(s) you'll be sending.

2 Press **Internet Fax** to choose Internet FAX communication.

```
MailAddress;Lower
_
```

3 Select "To", "cc" or "bcc" by pressing the soft key which assigned "To/Cc/Bcc" (see page 4.2).

4 Press **SPEED DIAL/GROUP** twice.

```
Enter Group No.
To :G_
```

5 Enter a mail group number (33-64).

```
Press Start
To :G33_
```

Note: If you want to send a e-mail to several groups at a time, press **BROADCAST** then repeat steps 3-5.

6 Press **START**. The machine starts to scan the document into memory. Then starts sending the e-mail message.

If two or more accounts are registered, the LCD asks you to enter the account name to use for sending.

```
AccountName;Upper
_
```

To use the default account, press **ENTER** without entering any characters.
To use a different account, press ▼ to display the account name list, then use ▼ or ▲ to select the account name, then press **ENTER** twice.

If the account is configured with a password, enter the **password**, then press **ENTER**.

```
Password   ;Upper
_
```

Note: The account password should be entered with matching the case of letters.

Using mail broadcast list.

The mail broadcast list uses group numbers 65-96.

To use this feature, you must first preprogram the mail broadcast list. (Refer to page 3.19.)

For 5000

1 Place the document(s) **face up, top edge first**. Adjust the document guides –by sliding either of them to the left or right –to fit the page(s) you'll be sending.

2 Press **Internet Fax** to choose Internet FAX communication.

```
Enter Mail Address
To :_
    A4        Fine      Normal
            [  Mode   ][Contrast]
```

3 Select "To", "cc" or "bcc" by pressing the soft key which assigned "To/Cc/Bcc" (see page 4.2).

4 Press **SPEED DIAL/GROUP** twice.

```
Enter Group Number
To :G_
    A4        Fine      Normal
            [  Mode   ][Contrast]
```

5 Enter a mail group number (65-96).

```
Press START
To :G65
    A4        Fine      Normal
            [  Mode   ][Contrast]
```

Note: If you want to send a e-mail to several groups at a time, press broadcast then repeat steps 3-5.

6 After entering, press **START**. The machine starts to scan the document into memory. Then starts sending the e-mail message to each address.

If two or more accounts are registered, the LCD asks you to enter the account name to use for sending.

```
Enter Mail Account Name
                  Lower Case

_
            [Default ][  List  ]
```

To use the default account, press **[Default]** or **ENTER** without entering any characters.
To use a different account, press **[List]**, and use the cursor key to select the account name from the list, then press **ENTER**.

If the account is configured with a password, enter the **password**, then press **ENTER**.

```
Enter Mail Account Password
                    Lower Case

_
```

Note: The account password should be entered with matching the case of letters.

For 3500

1 Place the document(s) **face up, top edge first**. Adjust the document guides –by sliding either of them to the left or right –to fit the page(s) you'll be sending.

2 Press **Internet Fax** to choose Internet FAX communication.

```
MailAddress;Lower
_
```

3 Select "To", "cc" or "bcc" by pressing the soft key which assigned "To/Cc/Bcc" (see page 4.2).

4 Press **SPEED DIAL/GROUP** twice.

```
Enter Group No.
To :G_
```

5 Enter a mail group number (33-64).

```
Press Start
To :G33_
```

Note: If you want to send a e-mail to several groups at a time, press **BROADCAST** then repeat steps 3-5.

6 Press **START**. The machine starts to scan the document into memory. Then starts sending the e-mail message.

If two or more accounts are registered, the LCD asks you to enter the account name to use for sending.

```
AccountName;Upper
_
```

To use the default account, press **ENTER** without entering any characters.
To use a different account, press ▼ to display the account name list, then use ▼ or ▲ to select the account name, then press **ENTER** twice.

If the account is configured with a password, enter the **password**, then press **ENTER**.

```
Password   ;Upper
_
```

Note: The account password should be entered with matching the case of letters.

Mixed Broadcasting

Pressing the **Internet Fax** switches between Mail Address Input Mode and Fax Number Input Mode, meaning you can simultaneously send mail and faxes.

For 5000

1 Place the document(s) **face up, top edge first**. Adjust the document guides –by sliding either of them to the left or right –to fit the page(s) you'll be sending.

2 Press **Internet Fax** to choose e-mail address input mode.

```
Enter Mail Address
To :_
    A4        Fine     Normal
          [  Mode  ][Contrast]
```

3 Press **BROADCAST**.

4 Select "To", "cc" or "bcc" by pressing the soft key which assigned "To/Cc/Bcc" (see page 4.2).

5 Enter the e-mail address. Use either a one-touch number, a speed-dial number, a mail group number or numeric keypad.

```
Press START
To:⌕01:onetouch@domain
    A4        Fine     Normal
          [  Mode  ][Contrast]
```

Note: If you enter characters by mistake, press **CANCEL** to erase them.

6 To add more e-mail addresses, repeat steps 3 to 5.

7 Press **Internet Fax** to choose fax number input mode. (The **Internet Fax** light goes out.)

```
Press START
_
              Fine     Normal
[ Review ][  Mode  ][Contrast]
```

8 Press **BROADCAST**.

9 Enter the fax number. Use either a one-touch number, a speed-dial number, a mail group number or numeric keypad.

```
Press START
1234567_
              Fine     Normal
[ Review ][  Mode  ][Contrast]
```

Note: If you enter characters by mistake, press **CANCEL** to erase them.

10 To add more fax numbers, repeat steps 8 to 9.

Note: If you want to review the e-mail addresses and fax numbers you have entered, press **[Review]**.

```
Cc :S001:speed@domain
Fax:1234567
To :⌕01:onetouch@domain    ▼
[ Return ]         [ Erase  ]
```

If you want to erase any e-mail address or fax number, move the cursor on it and press **[Erase]**. When you are finished, press **[Return]** to return to the previous display.

11 Press **START**. The machine starts to scan the document into memory. Then starts sending the e-mail and fax to each address.

If two or more accounts are registered, the LCD asks you to enter the account name to use for sending.

```
Enter Mail Account Name
                Lower Case

_
          [Default ][  List  ]
```

To use the default account, press **[Default]** or **ENTER** without entering any characters.
To use a different account, press **[List]**, and use the cursor key to select the account name from the list, then press **ENTER**.

If the account is configured with a password, enter the **password**, then press **ENTER**.

```
Enter Mail Account Password
                Lower Case

_
```

Note: The account password should be entered with matching the case of letters.

For 3500

1 Place the document(s) **face up, top edge first**. Adjust the document guides –by sliding either of them to the left or right –to fit the page(s) you'll be sending.

2 Press **Internet Fax** to choose e-mail address input mode.

```
MailAddress;Lower
_
```

3 Press **BROADCAST**.

4 Select "To", "cc" or "bcc" by pressing the soft key which assigned "To/Cc/Bcc" (see page 4.2).

5 Enter the e-mail address. Use either a one-touch number, a speed-dial number, a mail group number or numeric keypad.

```
abcde@domain
To :S001_
```

Note: If you enter characters by mistake, press **CANCEL** to erase them.

6 To add more e-mail addresses, repeat steps 3 to 5.

7 Press **Internet Fax** to choose fax number input mode. (The **Internet Fax** light goes out.)

```
abcde@domain
To :S001_
```

8 Press **BROADCAST**.

9 Enter the fax number. Use either a one-touch number, a speed-dial number, a mail group number or numeric keypad.

```
ABC Shoji
To :S001,[01]_
```

Note: If you enter characters by mistake, press **CANCEL** to erase them.

10 To add more fax numbers, repeat steps 8 to 9.

11 Press **START**. The machine starts to scan the document into memory. Then starts sending the e-mail and fax to each address.

If two or more accounts are registered, the LCD asks you to enter the account name to use for sending.

```
AccountName;Upper
_
```

To use the default account, press **ENTER** without entering any characters.
To use a different account, press ▼ to display the account name list, then use ▼ or ▲ to select the account name, then press **ENTER** twice.

If the account is configured with a password, enter the **password**, then press **ENTER**.

```
Password   ;Upper
_
```

Note: The account password should be entered with matching the case of letters.

Receive document via LAN

Receiving e-mail from POP server

You can choose the automatic e-mail reception or manual e-mail reception using the "Administration tool for Internet Fax Kit" through the web browser. For default setting, Internet Fax Kit will query the POP server for new e-mail at 10 second interval and if the new e-mail has arrived, retrieve and print it automatically.

Regarding the setting of POP parameters, refer to "Setting E-mail environment," page 2.6 and "Setting E-mail account users," page 2.9.
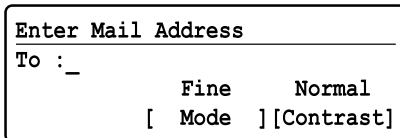
Manual reception from POP server

When you set the interval time to query the POP server for new e-mail to to 0 second, or check the "Only checking new mail" (not retrieve e-mail automatically), you should retrieve the e-mail manually.

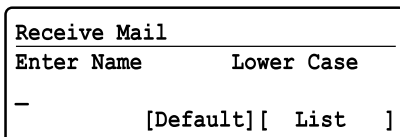To receive e-mail manually from POP server:

For 5000

1   Confirm that no documents is in the document feeder. Press **Internet Fax** at the standby screen.

```
Enter Mail Address
To :_
             Fine     Normal
        [  Mode  ][Contrast]
```
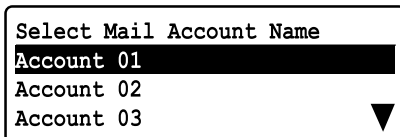
2   Press **START**.

   If two or more accounts are registered, the LCD asks you to enter the account name. Otherwise, skip to step 5.
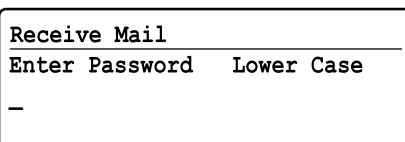
```
Receive Mail
Enter Name       Lower Case

_
          [Default][  List   ]
```

3   To use the default account, press **[Default]** or **ENTER** without entering any characters.
   To use a different account, press **[List]**, and use the cursor key to select the account name from the list, then press **ENTER**.

```
Select Mail Account Name
Account 01
Account 02
Account 03              ▼
```

4   If a password is configured for the registered account, enter the **password**, then press **ENTER**.

```
Receive Mail
Enter Password   Lower Case

_
```

5 Reception starts, and is automatically printed.
(Reception Screen)

```
Receive Mail
Feb  2 2002 12:00pm   Mem:100%
              Fine     Normal
          [  Mode  ][Contrast]
```

Note: If there is no new mail, then the LCD displays the screen similar to that below.

```
No New Mail
Feb  2 2002 12:00pm   Mem:100%
              Fine     Normal
          [  Mode  ][Contrast]
```

For 3500

1 Confirm that no documents is in the document feeder. Press **Internet Fax** at the standby screen.

```
MailAddress;Lower
To :_
```

2 Press **START**.

```
Receive Mail
          Start/Stop
```

If two or more accounts are registered, the LCD asks you to enter the account name. Otherwise, skip to step 5.

```
AccountName;Upper
_
```

3 To use the default account, press **ENTER** without entering any characters.
To use a different account, press ▼ to display the account name list, then use ▼ or ▲ to select the account name, then press **ENTER** twice.

```
Account 1
          ▼/▲/Enter
```

4 If the account is configured with a password, enter the **password**, then press **ENTER**.

```
Password    ;Upper
_
```

Note: The account password should be entered with matching the case of letters.

5 Reception starts, and is automatically printed.
(Reception Screen)

```
** Receiving Mail **
```

Note: If there is no new mail, then the LCD displays the screen similar to that below.

```
No New Mail
```

Advanced Features

TTI transmittion

TTI transmission setting

Every fax page you send arrives at the receiving machine with a single line of text at the very top of the page. This text lists a name, called the Transmit Terminal Identifier (TTI), a fax number and . You can set the machine to not send the TTI.
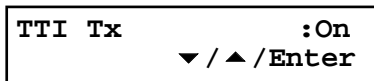
For 5000:

1 Press **MENU, 2, 2, 0, 8, ENTER**. The LCD shows:

```
08.TTI Transmission
ON
OFF

```
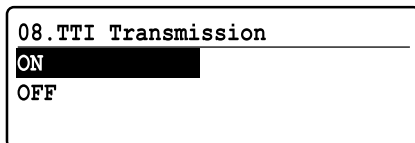
2 Using the cursor key, select the mode you want. Then press **ENTER** to save the setting.

For 3500:

1 Press **MENU, 2, 2, 0, 8, ENTER**. The LCD shows:

```
TTI Tx           :On
          ▼/▲/Enter
```

2 Using the cursor key, select the mode you want. Then press **ENTER** to save the setting.

TTI setting with the Soft Key

Soft Keys are shortcut keys. You can assign a TTI function into one of the **Soft Keys** if desired.

Set TTI beforehand and press the **Soft Key** when you transmit a document. The function is ON when the light is on. Press the **Soft Key** again to turn it off.

For details, refer to your fax machine's Operating Instructions.

Entering TTI transmission

You can enter the name you want to appear at the top of faxes you send. You can enter three TTI.

For details, refer to your fax machine's Operating Instructions.

Subject line entry

Internet Fax Kit will automatically add the default Subject that was entered on the [**E-mail account information**] screen in [**E-mail account users**] of **"Administration tool for Internet Fax Kit"** though the web browser to the Subject line of all outgoing E-mails. If you want to set a different Subject for a particular mail, follow the instructions below.

Mail subject setting

Note: The entered subject is only effective for e-mail transmission. And it will be discarded after finished that e-mail transmission.

If you want to change the default subject, go to [**E-mail account users**] of the **"Administration tool for Internet Fax Kit"** through the web browser and edit it.
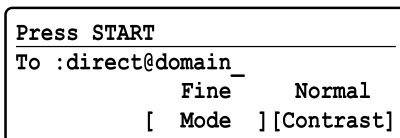
For 5000:

1 During the e-mail sending operation, press **COMM. OPTIONS**. before you press **START** to start sending the e-mail. The LCD shows "Communication Options".

2 Select **"Mail Subject"** using the cursor key and press **ENTER**.

```
Communication Options
 F-Code Transmit          ▲
 F-Code Polling
 Mail Subject             ▼
```
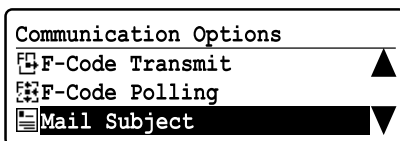
3 Enter the subject using the numeric keypad. You can enter up to 40 characters for the subject.

```
 Mail Subject
                   Upper Case

_
```
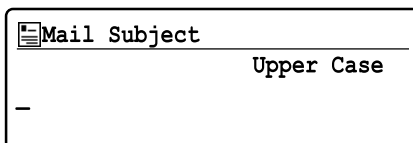
4 Press **ENTER**.

5 After entering the e-mail address, press **START**.

```
Press START
To :direct@domain_
             Fine     Normal
         [  Mode  ][Contrast]
```

For 3500:

1 During the e-mail sending operation, press **COMM. OPTIONS**. before you press **START** to start sending the e-mail. The LCD shows "Communication Options".

```
1.Delayed
          ▼/▲/Enter
```

2 Using the cursor key to select "**Mail Subject**".

```
6.Mail Subject
          ▼/▲/Enter
```

3 Press **ENTER**.

4 Enter the subject using the numeric keypad. You can enter up to 40 characters for the subject.

```
Subject    ;Upper
_
```

5 Press **ENTER**.

6 After entering the e-mail address, press **START**.

```
Press START
mail@domain_
```

Forwarding the received fax document to mail address

There are two way of forwarding the received fax document to e-mail address.

One way is forward only the fax document received into the F-code relay box with ITU-T sub-addrees. The received fax document into the F-code relay box can be forwarded to e-mail address(es) and/or other fax machine(s).

The other way of fax forwarding is forword all received fax documents to e-mail address(es).

Forwarding fax by using F-code relay box

This feature works with F-code relay box, which receives fax documents, then relays them to e-mail addresses and/or other fax machines. For this feature works, you must program the F-code box to the relay box in advance.

To set the F-code box to the relay box

For 5000:

Note: If your machine is 3500, see page 5.9.

1   Keep pen and paper with you as you follow these steps. As you decide on a sub-address and enter it into your machine, write it down. Remember to:
(1) write down which box goes with which sub-address, (2) write down any passwords or I.D. codes you enter, (3) keep these printed records in a safe place.

2   Press **MENU, 3, 5, 0, 1, ENTER**. The LCD shows:

```
01.Set F-Code Box
Enter Box Number  (01-50):_
01:No Number Stored
```

3   Use the numeric keypad to enter the two-digit number (01-50) of the F-Code box you want to create or modify.

4   Press **ENTER**. What you do next depends on whether you're creating or modifying the F-Code box:
If creating –skip to step 6.
If modifying –the LCD asks you to enter the proper I.D. code. The LCD shows:

```
02.Plano Office
Enter I.D. Code.
_
```

5   Use the numeric keypad to enter the 4-digit I.D. code (not the ITU-T sub-address and not the ITU-T password). Then press **ENTER**. Go to step 8.

   Note: If you enter an invalid I.D. code, the fax machine rejects the attempt and aborts this operation.

   Note: If you want to modify an existing F-Code box and want to change the box type, you first must erase the old box, then create a new one.

6 The LCD now shows:

```
01:
Security Box
Bulletin Box
Relay Box
```

7 Select "**Relay box**" and then press **ENTER**.

8 The LCD shows:

```
01:Relay Box
Exit
Box Name    :Not Stored
Sub-Address :Not Stored     ▼
```

9 Select "**Box Name**" and press **ENTER**.

```
01.Relay Box
Enter Box Name    Upper Case

_
```

10 Enter the name by using the numeric keypad then press **ENTER**.
An F-Code box's name can be up to 16 characters in length.

```
01:Relay Box
Exit
Box Name    :NY Office
Sub-Address :Not Stored     ▼
```

11 Select "**Sub-Address**" and press **ENTER**.

The fax machine asks for this F-Code box's sub-address. This is the numerical identifier you must enter in order to communicate with any remote F-Code compatible fax.

```
01.Relay Box
Enter Sub-Address

_
```

12 Use the numeric keypad to enter the sub-address to identify this F-Code box and then press **ENTER**.
The sub-address can be up to 20 characters in length and include any combination of numbers and the
* and # characters (but no other non-numeric characters).

Note: No other F-Code box in this machine can have the same sub-address as the one you enter here.

Note: If you entered a sub-address already being used by another F-Code box, the machine beeps and briefly displays "Already Stored". The machine now returns you to step 11. Enter a different number for your F-Code box's sub-address.

```
01:Relay Box
Password    :Not Stored     ▲
Location    :Not Stored
TTI Type    :Sender
```

13 Select **"Password"** and press **ENTER**. The LCD shows:

```
01.Relay Box
Enter Password

_
```

> **Note:** You don't need to have a password for the F-Code box. However, using a password will make your F-Code communication much more secure.

14 Use the numeric keypad to enter this box's ITU-T-compatible password. This password can be up to 20 characters in length and include any combination of numbers and the * and # characters (but no other non-numerical characters).

15 Press **ENTER**. The LCD shows:

```
01:Relay Box
Password    :123456        ▲
Location    :Not Stored
TTI Type    :Sender         ▼
```

16 Select **"Location"** and press **ENTER**. The LCD shows:

```
01:Relay Box
Enter Remote Fax Number

_
```

17 Press **Internet fax** to toggle the fax number input mode and e-mail address input mode.
Enter e-mail address and/or the fax number using a one-touch key, a speed-dial number or a call group number. You cannot use the numeric keypad to enter these numbers.

```
01:Relay Box
Enter Mail Address
To :_
```

To add each number, press **BROADCAST** between each one, then enter the number.
You can specify up to 300 numbers for a remote unit.

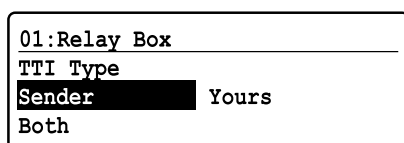> **Note:** If you want to review the numbers you entered, press **[Review]**.

```
Bcc:S001:Japan office
To :♪02:NY Office
Fax:♪01:Plano Office         ▼
[ Return ]          [ Erase  ]
```

If you want to erase any number, move the cursor on it and press **[Erase]**.
When you finish to review, press **[Return]** to return to the previous display.

18 Press **ENTER**. The LCD shows:

```
01:Relay Box
Password    :123456          ▲
Location    :♪01,♪03,S001
TTI Type    :Sender           ▼
```

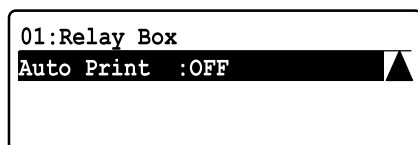**19** Select **"TTI Type"** and press **ENTER**. The LCD shows:

```
01:Relay Box
TTI Type
Sender          Yours
Both
```

The machine asks for the type of TTI you want to appear on the faxes that are relayed to other callers.
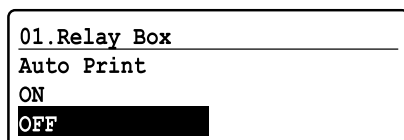- Sender –Relay the document with sender unit's TTI (don't send your TTI).
- Both –Relay the document with both the sender unit's TTI and your TTI.
- Yours –Relay the document with your TTI instead of the sender unit's.

20 Using the cursor key, select the TTI you want. Then press **ENTER**. The LCD shows:

```
01:Relay Box
Auto Print  :OFF          ▲
```

21 Select **"Auto Print"** and press **ENTER**. The LCD shows:
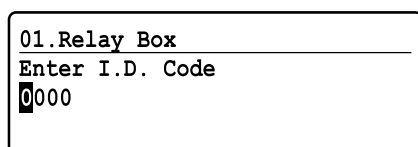
```
01.Relay Box
Auto Print
ON
OFF
```

ON: Print the document automatically when it's received.
OFF: The machine does not print it, but only relays it to the e-mail address and/or other fax machine.

22 Using the cursor key, select the mode you want. Then press **ENTER**.

23 Select **"Exit"** and press **ENTER**. The LCD shows:

```
01.Relay Box
Enter I.D. Code
0000
```

The machine asks for your F-Code box's four-digit security I.D. code. This is the I.D. code for the box's security, which you use to enter before you can make any changes to this F-Code box.

Note: If you do not want to set or change the I.D. code, skip to step 26.

24 Decide on a four-digit I.D. code (0001-9999) for this F-Code box. Write it down, and put it in a safe place.

Important: Do not use 0000 as an I.D. code.

25 Use the numeric keypad to enter the four-digit I.D. code for this F-Code box and then press **ENTER**.

Important: After completing this step, you must know this code to access to this F-Code box. Be sure to write it down.

26 Press **STOP** to finish and return to standby.

For 3500:

Note: If your machine is 5000, see page 5.5.

1 Keep pen and paper with you as you follow these steps. As you decide on a sub-address and enter it into your machine, write it down. Remember to:
(1) write down which box goes with which sub-address, **(2)** write down any passwords or I.D. codes you enter, **(3)** keep these printed records in a safe place.

2 Press **MENU, 3, 5, 1, ENTER**. The LCD shows:

```
Select F-Code Box
01:No Number Stored
```

3 Use the numeric keypad to enter the two-digit number (01-50) of the F-Code box you want to create or modify.

4 Press **ENTER**. What you do next depends on whether you're creating or modifying the F-Code box:
If creating –skip to step 6.
If modifying –the LCD asks you to enter the proper I.D. code. The LCD shows:

```
03:Set F-Code Box
Enter I.D. Code:****
```

5 Use the numeric keypad to enter the 4-digit I.D. code (not the itu-t sub-address and not the itu-t password). Then press **ENTER**. Skip to step 7.

   Note: If you enter an invalid I.D. code, the fax machine rejects the attempt and aborts this operation.

   Note: If you want to modify an existing F-Code box and want to change the box type, you first must erase the old box, then create a new one.

6 The machine is now asking you to name this F-Code box. The LCD shows:

```
03:Box Name;Upper
_
```

If you do not want to enter or change this F-Code box's name, skip to step 8.
If you do want to enter or change this F-Code box's name, go on to step 7.

7 Enter the name by using the numeric keypad. An F-Code box's name can be up to 16 characters in length.

8 Press **ENTER** to save the box's name and continue. The LCD shows:

```
03:Sub-Address No.
_
```

The fax machine now asks for this F-Code box's sub-address. This is the numerical identifier you must enter in order to communicate with any remote F-Code compatible fax.

If you do not want to change an existing sub-address, skip to step 10.

9 Use the numeric keypad to enter the sub-address to identify this F-Code box.
The sub-address can be up to 20 characters in length and include any combination of numbers and the * and # characters (but no other non-numeric characters).

   Note: No other F-Code box in this machine can have the same sub-address as the one you enter here.

10 Press **ENTER** to save the sub-address.

   Note: If you entered a sub-address already being used by another F-Code box, the machine beeps and briefly displays "Sub-address in Use". The machine now returns you to step 10. Please enter a different number for your F-Code box's sub-address.

11 Next, the machine asks for your F-Code box's password. This is the password for itu-t-compatible F-Code fax transactions. The lcd shows:

```
03:Password
_
```

Note: You don't need to have a password for the F-Code box. However, using a password will make your F-Code communication much more secure.

If you do not want to enter or change this box's password, skip to step 14.

12 Use the numeric keypad to enter this box's ITU-T-compatible password. This password can be up to 20 characters in length and include any combination of numbers and the * and # characters (but no other non-numerical characters).

Note: You cannot change the type of an existing F-Code box. If you're modifying an existing F-Code box and want to change the box type, you first must erase the old box, then create a new one.

13 Press **ENTER** to save the password. The LCD now shows:

```
Box Type  :Bulletin
          ▼ /▲ /Enter
```

14 Press ▼ or ▲ to select **"Relay"** and then press **ENTER**.

15 The machine asks for the fax number for the remote unit. The LCD shows:

```
Enter Relay Number
_
```

Press **Internet Fax** to toggle the fax number input mode and e-mail address input mode.

```
Enter Mail Address
To :_
```

Enter the e-mail address and/or fax number using a one-touch key, a speed-dial number or a call group number. You cannot use the numeric keypad to enter these numbers.

To add each number, press **BROADCAST** between each one to insert a comma, then enter the number. You can specify up to 200 numbers for a remote unit.

17 Press enter to save the settings. The LCD shows:

```
Select TTI   :Sender
          ▼ /▲ /Enter
```

The machine asks for the type of TTI you want to appear on the faxes that are relayed to other callers.
- Sender –Relay the document with sender unit's TTI (don't send your TTI).
- Both –Relay the document with both the sender unit's TTI and your TTI.
- Yours –Relay the document with your TTI instead of the sender unit's.

Press ▼ or ▲ until the mode you want appears.

18 Press **ENTER** to save the settings. The LCD shows:

```
Auto Print    :Off
          ▼ /▲ /Enter
```

On: Print the document automatically when it's received.
Off: The machine does not print it, but only relays it to the other machine.

Press ▼ or ▲ until the mode you want appears.
Then press **ENTER** to save the settings and go on to step 19.

19 The machine asks for your F-Code box's four-digit security I.D. code. This is the I.D. code for the box's security, which you use to enter before you can make any changes to this F-Code box.

```
03:Set F-Code Box
Enter I.D. Code:0000
```

If you do not want to set or change the I.D. code, skip to step 22.

20 Decide on a four-digit I.D. code (0001-9999) for this F-Code box. Write it down, and put it in a safe place.

Important: Do not use 0000 as an I.D. code.

21 Use the numeric keypad to enter the four-digit I.D. code for this F-Code box.

Important: After completing this step, you must know this code to access this F-Code box. Be sure to write it down.

22 Press **ENTER** to save the F-Code box information.

23 To finish, press **STOP**.

Default relay setting

When this feature on, all received fax document will be transferred to the designated e-mail address.

However there are some exceptions. These are as follows:

Not relayed when the documents are:

1. F-code confidential reception documents
2. Documents that are to be forwarded to another fax by F-code relay
3. Polling reception documents
4. F-code polling reception documents
5. Documents that are to be forwarded by F-code mail relay

Note: Relay Box can override this function. First turn off the Relay Box settings to use the Default Relay function.

To set the default relay setting:

For 5000:

1 Press **MENU, 3, 8, 0, 3**.

```
8.Internet Fax
01.TCP/IP
02.MAC Adress
03.Default Relay        ▼
```

2 Press **ENTER**.

```
03.Default Relay
Exit
Setting      :OFF
Location     :Not Stored  ▼
```

3 Use the cursor key to select "**Setting**" and press **ENTER**.

```
03.Default Relay
Setting
ON
OFF
```

4 Use the cursor key to select "**On**" and press **ENTER**.

```
03.Default Relay
Exit
Setting    :ON
Location   :Not Stored   ▼
```

5 Use the cursor key to select "**Location**" and press **ENTER**.

```
03.Default Relay
Enter Mail Address
To :_
```

6 Enter e-mail address using a one-touch key, a speed-dial number or a mail group number.

Note: You cannot use the numeric keypad to enter e-mail address.

To add each number, press **BROADCAST** between each one, then enter the number.
You can specify up to 300 numbers for a remote unit.

Note: If you want to review the numbers you entered, press **[Review]**.

```
Bcc:S001:Japan office
To :ᵈ⁽ⁿ⁾02:NY Office
Fax:ᵈ⁽ⁿ⁾01:Plano Office    ▼
[ Return ]        [ Erase  ]
```

If you want to erase any number, move the cursor on it and press **[Erase]**.
When you finish to review, press **[Return]** to return to the previous display.

7 Press **ENTER**. The LCD will show:

```
03.Default Relay
TTI Type      :Sender      ▲
Auto Print    :OFF
```

8 Select **"TTI Type"** and press **ENTER**.

```
03.Default Relay
TTI Type
Sender         Yours
Both
```

The machine asks for the type of TTI you want to appear on the faxes that are relayed to other callers.
- Sender –Relay the document with sender unit's TTI (don't send your TTI).
- Both –Relay the document with both the sender unit's TTI and your TTI.
- Yours –Relay the document with your TTI instead of the sender unit's.

9 Using the cursor key, select the type of TTI you want, and then press **ENTER**.

```
03.Default Relay
TTI Type      :Sender      ▲
Auto Print    :OFF
```

10 Use the cursor key to select **"ON"** or **"OFF"** you want. Then press **ENTER**.

```
03.Default Realy
Auto Print
ON
OFF
```

ON: The machine prints the received document and relays it to the e-mail address.
OFF: The machine does not print the received document, but only relays it to the e-mail address.

11 Select **"Exit"** then press **ENTER**.

12 Press **STOP** to finish and return to standby.

For 3500:

1 Press **MENU, 3, 8, 3, ENTER**.

```
Default Relay   :Off
         ▼/▲/Enter
```

2 Use the cursor key to select **"On"** and press **ENTER**.

```
Enter Mail Address
To :_
```

3 Enter e-mail address using a one-touch key, a speed-dial number or a mail group number**.**

   Note: You cannot use the numeric keypad to enter e-mail address.

```
ABC Shoji
To :[01]_
```

   To add each number, press **BROADCAST** between each one to insert a comma, then enter the number. You can specify up to 200 numbers for a remote unit.

4 Press **ENTER** to save the settings. The LCD shows:

```
Select TTI    :Sender
         ▼/▲/Enter
```

   The machine asks for the type of TTI you want to appear on the faxes that are relayed to other callers.
   • Sender –Relay the document with sender unit's TTI (don't send your TTI).
   • Both –Relay the document with both the sender unit's TTI and your TTI.
   • Yours –Relay the document with your TTI instead of the sender unit's.

5 Press ▼ or ▲ until the mode you want appears.

6 Press **ENTER** to save the settings. The LCD shows:

```
Auto Print      :Off
         ▼/▲/Enter
```

   ON: The machine prints the received document and relays it to the e-mail address.
   OFF: The machine does not print the received document, but only relays it to the e-mail address.

7 Press ▼ or ▲ until the mode you want appears. Then press **ENTER** to save the settings.

8 Press **STOP** to finish and return to standby.

Forwarding the received e-mail to fax

With this function, e-mail that contains the designated fax numbers in a text can be forwarded as a fax.

Fax Forwarding setting

All you have to do is to send mail with forwarding fax numbers in a text. Then Internet Fax Kit analyzes the mail at the gateway and forwards e-mail messages to the fax numbers in the mail.

Note: Both Fax forwarding request and Fax forwarding are original Pitney Bowes Office Systems functions, so both the requesting and distributing machines need to be Pitney Bowes Office Systems products.

Designate Fax Forwarding numbers in the text of the mail as follows:

FAXNO:=<xxxx>

xxxx: forwarding fax number

1. Always begin from the start of the line.
2. As long as above condition is fulfilled, the number can be written anywhere in the text.
3. "FAXNO" can be written in either upper case or lower case.
4. Fax number can have a maximum of 40 digits per number, and a total of 30 fax numbers.
5. When you designate multiple numbers as a broadcast, separate them with comma (,).
    Example: FAXNO:=<123-4567,987-6543>
6. Available numbers for broadcasting is dependent on the specifications of the fax used as a gateway.
7. However, if there is a wrong fax number in the mail when designating broadcasting, the mail will not be forwarded, but an error report will be returned.

Example:
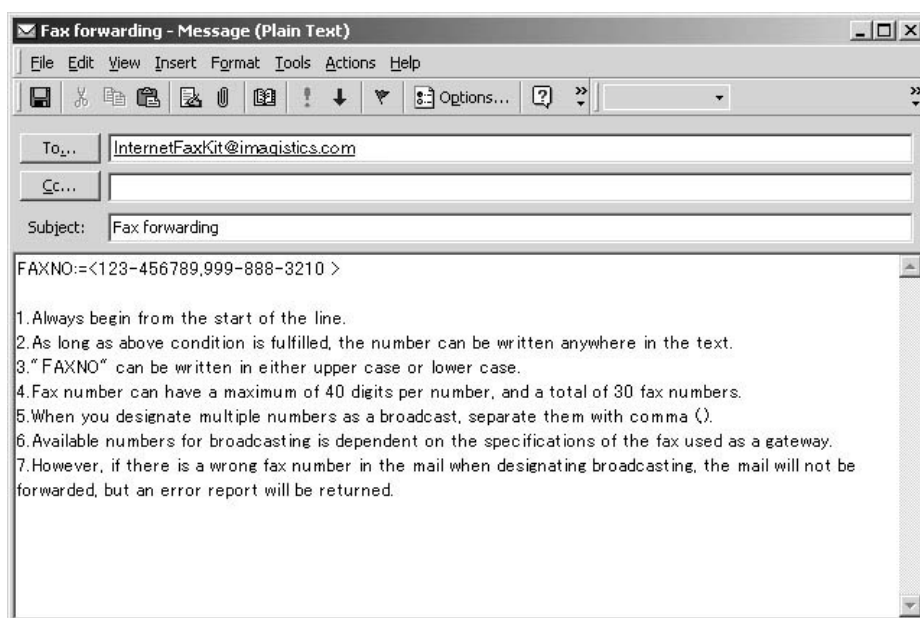
Accepting Fax Forwarding requests / Rejecting Fax Forwarding requests

This is an excellent feature to prevent unwanted fax forwarding.

With **"Administration tool for Internet Fax Kit"** , you can set conditions on whether you reject or accept Fax Forwarding requests. You can also limit mail that accepts forwarding requests by entering the mail address or domain name, as you desire.

Setting of Fax Forwarding request conditions

1 Start up **"Administration tool for Internet Fax Kit"** . Click <u>**E-mail environment**</u> under [**Setup**].

2 Select one desired condition from [**When mail that requests forwarding to fax machine is received**].

*When you enter multiple mail address or domain names to limit, separate them with a semicolon (;).

Note: When Fax forwarding is rejected, the mail will be returned to the sender.

Unconditional Fax forwarding of received e-mail

1 Start up **"Administration tool for Internet Fax Kit"**. Click **E-mail account users** under [**Operation setting**].

2 Select one desired condition from [**Unconditional Fax forwarding of received e-mail**].

E-mail account [User02] information	
Perform mail account-specific setting at E-mail send/receive.	

CHANGE PASSWORD
To change the password, press this button.

! Setting Help

Account	User02
Name	
E-mail address *Required*	User02@imagistics.com
Reply To address	
Subject	
When mail that cannot be analyzed is received:	⊙ Sends an error report. ○ Returns unchanged. ○ Forwards to following address. When mail that cannot be analyzed is received, enter the forwarding e-mail address in the below field.
POP user name	
POP password	□ Use APOP as a authentication scheme.
Automatic	○ Manual ⊙ Automatic □ Only checking new mail
Unconditional Fax forwarding of received mail	○ No ⊙ Forwards to following Fax No. 123-4567
Processing after mail received	⊙ Deletes mail from server. ○ Leaves mail on server.

Message copy	□ Copies send message by Bcc.
	   Copy destination address:
	
	□ Copy (archive) send message by separate mail.
	   Copy destination address:
	
	□ Copies (archives) receive messages.
	   Copy destination address:

SET   REDO   ! Setting Help

[Go back to account users list]

ERASE ACCOUNT   Note) Erases the account information and removes it from the account users list.

Note: For details on input items, refer to [**Setting Help**].

Archive

Transmitted fax and e-mail will be sent to the e-mail address designated in advance.

With this function, all incoming and outgoing (transmitted) fax and mail are collected at one place so that an administrator can easily keep track of the document flow.
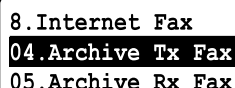
Archive transmitted fax and Archive reception fax setting

A fax transmitted from the main unit or received at the main unit can be sent to a mail address designated in advance.
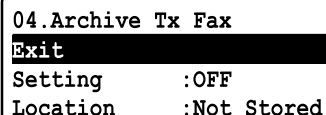
For 5000:

1 Press **MENU, 3, 8, ENTER**. Then select **"Archive Tx Fax"** or **"Archive Rx Fax"** using the cursor key.
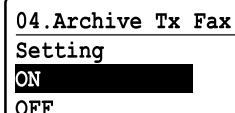
```
8.Internet Fax
04.Archive Tx Fax          ▲
05.Archive Rx Fax
```

2 Press **ENTER**.

```
04.Archive Tx Fax
Exit
Setting      :OFF
Location     :Not Stored
```
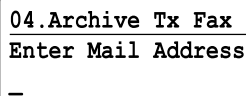
3 Select **"Setting"** and then press **ENTER**. Select **"ON"** or **"OFF"** you want and press **ENTER**.

```
04.Archive Tx Fax
Setting
ON
OFF
```

4 Select **"Location"** and press **ENTER**. Enter a e-mail address using the numeric keypad and press **ENTER**. You can enter e-mail address up to 50 characters length.

   Note: One e-mail address can be entered for archiving.

```
04.Archive Tx Fax
Enter Mail Address

_
```

5 Select **"Exit"** and press **ENTER**.

6 To set **"Archive Rx Fax"**, go back to step 1. Otherwise, press **STOP** to finish.

For 5000:

"Archive Tx Fax" setting

1 Press **MENU, 3, 8, 4, ENTER**.

```
Archive Tx Fax  :Off
         ▼/▲/Enter
```

2 Use the cursor key to select **"On"** and then press **ENTER**.

```
MailAddress;Lower
_
```

4 Enter a e-mail address using the numeric keypad and press **ENTER**. You can enter e-mail address up to 50 characters length.

Note: Only one e-mail address can be entered for archiving.

```
MailAddress;Lower
abcd@domain.com_
```

5 Press **ENTER** to save the setting.

6 Press **STOP** to finish.

"Archive Rx Fax" setting

1 Press **MENU, 3, 8, 5, ENTER**.

```
Archive Rx Fax  :Off
         ▼/▲/Enter
```

2 Use the cursor key to select **"On"** and then press **ENTER**.

```
MailAddress;Lower
_
```

4 Enter a e-mail address using the numeric keypad and press **ENTER**. You can enter e-mail address up to 50 characters length.

Note: Only one e-mail address can be entered for archiving.

```
MailAddress;Lower
abcd@domain.com_
```

5 Press **ENTER** to save the setting.

6 Press **STOP** to finish.

Archive transmission fax and Archive reception fax format

The Archive transmission fax format is as follows:

(A transmitted fax will be attached)
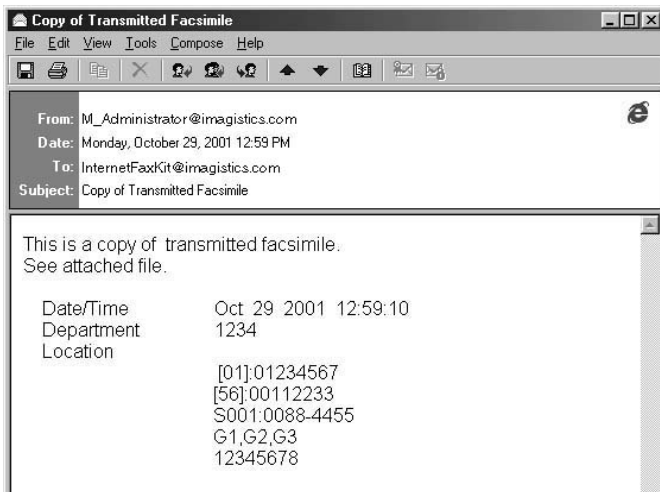
1. Date/Time　　: Transmission start time
2. Department : Department Code (If the department code feature is not used, this line will not appear.)
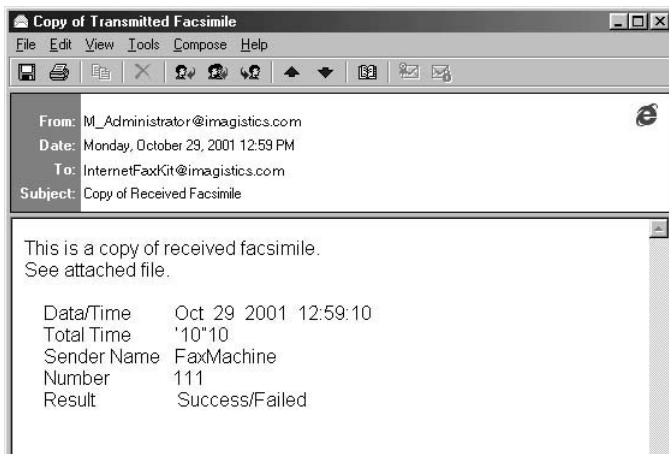3. Location　　 : Fax transmission recipients

Note: The attached file name will be shown as TFYYYYMMDDHHMMSS format.

　　　TF: Transmitted Facsimile

　　　YYYYMMHHHHMMSS: Date and time when Archive is carried out

The Archive reception fax format is as follows:

(A received fax will be attached)

1. Date/Time　　 : Reception start time
2. Total Time　　 : Time spent for reception
3. Sender Name : Sender name or number
4. Number　　　 : Sequence number
5. Result　　　 : Success/Failed

Note: The attached file name will be shown as RFYYYYMMDDHHMMSS.TIF/PDF
　　　RF: Received Facsimile
　　　YYYYMMHHHHMMSS: Date and time when Archive is carried out

Archive transmitted mail and Archive reception mail

This function can be set, by selecting the appropriate settings in [**Message copy**] of [**E-mail account users information**].

E-mail account [Test] information

Perform mail account-specific setting at E-mail send/receive.

> CHANGE PASSWORD
> To change the password, press this button.

! Setting Help

Account	Test Default account
Name	Internet Fax Kit
E-mail address *Required*	ce-teq-ppf1@imagistics.com
Reply To address	
Subject	TEST-123
When mail that cannot be analyzed is received:	⊙ Sends an error report. ○ Returns unchanged. ○ Forwards to following address. When mail that cannot be analyzed is received, enter the forwarding e-mail address in the below field.
POP user name	ceteqppf
POP password	******** ☐ Use APOP as a authentication scheme.
Automatic	○ Manual ⊙ Automatic ☐ Only checking new mail
Unconditional Fax forwarding of received mail	⊙ No ○ Forwards to following Fax No. 123-4567
Processing after mail received	⊙ Deletes mail from server. ○ Leaves mail on server.

Message copy	☐ Copies send message by Bcc.
	  Copy destination address:
	
	☐ Copy (archive) send message by separate mail.
	  Copy destination address:
	
	☐ Copies (archives) receive messages.
	  Copy destination address:

SET   REDO   **! Setting Help**

[Go back to account users list]

ERASE ACCOUNT   Note) Erases the account information and removes it from the account users list.
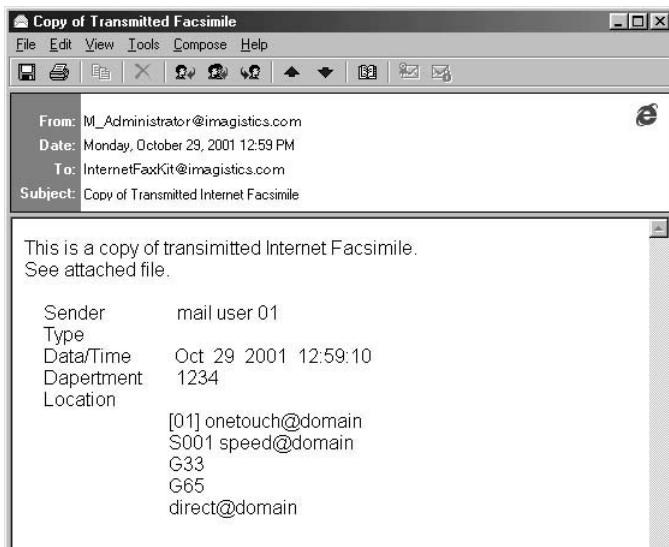
This automatically sends sent and received Internet fax to the mail address specified here.

Note: For details on input items, refer to [**Setting Help**].

Archive transmission mail and Archive reception mail format

The Archive transmission mail format is as follows:

(A transmitted mail will be attached)

1. Sender

   Mail sender name (Account name, or mail address if it is not registered)

2. Type

Type	Contents
Scanned Document	Normal IFax transmission
Relay Received Fax	Relay Mail of Received Fax
Relay Indication	Relay Requesting Mail

3. Date/Time   : Transmission start time
4. Department   : Department Code (If the department code feature is not used, this line will not appear.)
5. Location   : Recipients number
   (GatewayNumber)   (FaxGateway number)

Note: The attached file format will be shown as TMYYYYMMDDHHMMSS.TIF/PDF
   TM: Transmitted Mail
   YYYYMMHHHHMMSS: Date and time when Archive is carried out

The Archive reception mail format is as follows:

(A received mail will be attached)

```
┌─────────────────────────────────────────────────┐
│ ☎ Copy of Transmitted Facsimile          _□×   │
├─────────────────────────────────────────────────┤
│ File  Edit  View  Tools  Compose  Help          │
├─────────────────────────────────────────────────┤
│ 💾 🖨 📋 │ ✕ │ Ω Ω Ω │ ▲ ▼ │ 📖 │ ✉ ✉        │
├─────────────────────────────────────────────────┤
│  From: M_Administrator@imagistics.com      ℮    │
│  Date: Monday, October 29, 2001 12:59 PM        │
│    To: InternetFaxKit@imagistics.com            │
│ Subject: Copy of Received Internet Facsimile    │
├─────────────────────────────────────────────────┤
│ This is a copy of received Internet Facsimile.  │
│ See attached file                               │
│                                                 │
│                                                 │
│ From: abcdefg@hijiklm.co.jp                     │
│ To: "IF-300" <ce-teq-ppf1@muratec.co.jp>        │
│ Date: Sat, 17 Nov 2001 08:36:10 +0900           │
│ Subject: Archive Test                           │
│                                                 │
└─────────────────────────────────────────────────┘
```

Note: The attached file format will be shown as RMYYYYMMDDHHMMSS.TIF/PDF
RM: Received Mail
YYYYMMHHHHMMSS: Date and time when Archive is carried out

Internet relay broadcasting (Using Fax Gateway)

"Fax Gateway" is a relayer that forwards received mail to a specified fax No.

Register the Fax Gateway relayer and the address that delivers fax from the relayer on the web browser.

Up to 30 delivery fax numbers can be designated by direct entry at one time.

Note: This features works with the Pitney Bowes Office Systems proprietary method, so both the relay broadcast requesting machine and relay station unit need to be Imagistics (pbos)'s products.

Fax Gateway setting

Register Fax Gateway relayer and e-mail address that delivers fax from relayer.

1 Start up "**Administration tool for Internet Fax Kit**" . Click **Fax Gateway** under [**Operation setting**].

2 The Fax Gateway screen appears. Click the number in the list to be registered.

Operation setting - Fax gateway

Register Fax gateway e-mail address and Fax No. that delivered from gateway.

Operation

To edit the Fax gateway e-mail address and Fax No, click on the No. at the left.

When [Erase] is clicked, both Fax gateway e-mail address and delivered Fax No. are erased.

Fax gateway list / Fax No.

No.	E-mail address of Fax gateway	Delivered Fax No.	
01			[Erase]
			[Erase]
03			[Erase]
04			[Erase]
05			[Erase]
06			[Erase]
07			[Erase]
08			[Erase]
09			[Erase]
10			[Erase]

Note: Up to 10 Fax Gateways can be entered.

3 Enter Fax Gateway mail address and Delivery FAX No., and press the [SET] button.

Fax gateway 01 specification and delivered Fax No.

Enter Fax gateway e-mail address / delivered Fax No., and press "SET" button.

! Setting Help

Gateway No. 01 e-mail address

E-mail address *Required*	RelayStation@imagistics.com

[Go back to Fax gateway list]

Fax No. from Gateway No. 01

	Delivered Fax Number
01	001-234-5678
02	001-456-7890
03	123-4567-890
04	
05	
06	
07	
08	
09	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	

[SET]   [REDO]

[Go back to Fax gateway list]

Note: Up to 30 delivery Fax numbers can be entered.

Sending fax via Internet relay

For 5000:

1 Place the document(s) **face up, top edge first**. Adjust the document guides – by sliding either of them to the left or right – to fit the page(s) you'll be sending.

2 Press **COMM. OPTIONS.** and select **"Send to Fax Gateway"** .

```
Communication Options
📠Send to Fax Gateway          ▲



```

3 Press **ENTER**.

```
Enter Fax Gateway Number

–
             Normal    Normal
          [  Mode  ][Contrast]
```
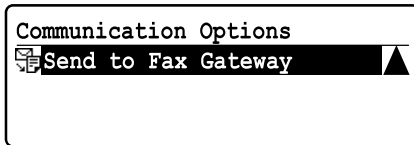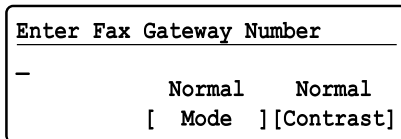
4 Use the numeric keypad to enter the Fax Gateway number.

5 After entering the Fax Gateway number, press **START**.
The machine will start scanning the document then transmit it to the internet relat station.

For 3500:

1 Place the document(s) **face up, top edge first**. Adjust the document guides – by sliding either of them to the left or right – to fit the page(s) you'll be sending.

2 Press **COMM. OPTIONS.** and select **"Send to Fax Gateway"** .

```
7.Send to Gateway
          ▼/▲/Enter
```

3 Press **ENTER**.

```
Enter Gateway No.
(01-10)          _
```
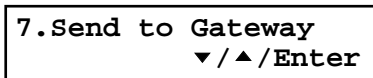
4 Enter the Fax Gateway number using the numeric keypad.

5 After entering the Fax Gateway number, press **START**.
The machine will start scanning the document then transmit it to the internet relat station.

Troubleshooting

Troubleshooting

Occasionally, your Internet Fax Kit may encounter a problem when transmitting or receiving documents.

If this occurs, you may identify the problem using the LCD messages, printed check messages, and error reports explained below.

Mail transmission error report

Message	Action
Check settings.	Check the E-mail environment and E-mail account settings.
Cannot locate mail server.	Check DNS server.
No response from mail server.	Check SMTP server.
Check mail address.	Check designated mail address.
Send again.	Errors other than mentioned above. Send again.
Mail Transmission Error.	Check Transmission Error report.

Mail reception error report

Message	Action
Check settings.	Check the E-mail environment and E-mail account settings.
Cannot locate mail server.	Check DNS server.
No response from mail server.	Check POP server.
Authentication failed.	Check POP user name or POP password.
Receive again.	Errors other than mentioned above. Receive again.
Mail Reception Error.	Check Reception Error report.

Other error report

Message	Action
No Network Connection.	Check if Internet Fax Kit LAN cable is connected properly.
Use AC Adapter for IFAX Option.	Call service center.
No New Mail	——

Appendix and Index

Main Specifications

Type		Network option board
Compatible Machine		Pitney Bowes Office Systems 5000 or 3500
Compatibility		ITU-T T.37 simple mode
Network Connection		LAN (Local Area Network)
Network Interface		Ethernet 10 Base-T/100Base-TX
Network Protocol		TCP/IP
E-mail transmission protocol		SMTP/ESMTP
E-mail reception protocol		POP3
File Format		TIFF-FX (Profile-S/F/J) or PDF (MMR)
E-mail Format		MIME Base64
E-mail receiving document width		A4 size only
ICMP support		Ping Reply (ICMP Echo Relay)
Multiple account		Up to 30 accounts
Programming or retrieving parameters		Via E-mail or Web browser
Operating Environment	Temperature	50°F to 89.6°F (10 to 32 ℃)
	Relative Humidity	20 - 80 %

Glossary

This glossary contains terms you may encounter when discussing or reading about Internet Fax Kit. Please use these definitions for reference only. A list of definitions can also be found on the Pitney Bowes Office Systems website at *www.imagistics (pbos).com* or Glossary in the 5000 Operating Instructions.

Archive –Using this function, transmitted fax and mail will be sent to the mail address designated in advance.

Broadcast –A fax and mail transmission in which a single document is sent to more than one location.

Domain name –A unique name used to identify an Internet site. Domain names consist of two or more parts, separated by dots.

Fax forwarding –With this function, mail that contains the designated fax numbers in a text can be forwarded as a fax.

Fax Gateway –This is a relayer that forwards received mail to a specified fax number. See Relay broadcasting.

F-Code –A fax-industry standard created by the ITU-T for sub-addressing/password-based communications. Because F-Code is an industry standard, Pitney Bowes Office Systems fax machines as well as all ITU-T equipped fax machines from other manufacturers can communicate with each other using sub-addressing.

Group 3 (G3) –Refers to fax machines that use digital encoding. These units transmit one page in less than one minute and produce resolutions of 203 x 98, 203 x 196, or 203 x 392 lpi.

Inbound Routing –This feature works with F-code (Relay box), which receives documents, then relays them to other machines.

In order to forward all received faxes to the designated mail address, the relayed box should be configured with proper sub-address and password.

Internet Fax key –This key is used to change from Fax mode to Internet Fax mode. Press this key to use the Internet Fax functions.

IP address –A unique number used to identify device or host computers on the Internet.

ITU-T –International Telecommunications Union - Telecommunications Sector. (Formerly known as CCITT, for Consultative Committee for International Telegraph and Telephone.) A telecommunications forum for member countries of the United Nations whose Study Group XIV established the primary groups for fax equipment, covering communication protocol and transmission. Pitney Bowes Office Systems Group 3 fax machines offer the fastest transmissions allowed by the ITU-T when communicating with other Group 3 units.

LCD –Liquid crystal display. Used on some Pitney Bowes Office Systems units for status display.

Location ID –(Also called Receiver ID.) An autodialer feature which lets the fax user enter a descriptive name to correspond with the number in an autodialer entry. For example, rather than entering only 1-972-555-3465, the user can enter that number and a name, such as Dallas Branch Office. (Many Pitney Bowes Office Systems models with this feature allow entry of both upper-case and lower-case letters, for greater ease of reading.)

Mail Broadcast list –Up to 3200 mail addresses can be registered in one Mail Broadcast List. Mail Broadcast List registration is performed by uploading CSV (Comma Separated Values) files.

Mail group dialing –This group can be used only for mail transmission (Internet fax transmission). Up to 32 groups with group numbers 33 to 64 can be registered.

Only One-touch and Speed-dialing numbers with mail address registered can be registered in a group member.

One-touch dialing –Allows Internet Fax Kit user to store frequently used fax numbers as well as mail addresses for dialing with the touch of one key. See also Speed-dialing.

Polling –Automatic transmission to a calling remote fax, or reception of a document from a remote fax set for this operation. Polling is convenient whenever a central unit must receive information from one or several remote faxes. The caller bears all telephone charges and prevents several remote units from calling at the same time.

POP –Post Office Protocol. This is the protocol used to retrieve E-mail from a mail server.

Relay broadcasting –Lets some Pitney Bowes Office Systems fax machines store a document in internal memory, transmit the document to the memory of a remote "hub" fax (Internet Fax) and then instruct that unit to relay (re-transmit) the document to each fax in a group in the "hub" unit. This feature speeds extremely high-volume fax communication and allows a single command to initiate document transmission to other pre-designated fax locations. It also saves phone charges for the originating machine. Your machine can initiate a relay broadcast.

Remote fax machine –The machine on the other "end" of a fax communication.

SMTP –Simple Mail Transfer Protocol. This is the communication protocol used to send e-mail on the Internet.

Speed-dialing –Allows Internet Fax Kit user to store frequently used fax numbers and mail addresses for dialing with the touch of three keys.

Subaddressing –An ITU -T standard allowing fax machines to specify special delivery characteristics of a transmission. For example, subaddressing allows fax machines from different manufacturers to send and receive messages into confidential memory mailboxes, or to retrieve specific files from polling memory.

Subnet Mask –The net mask used to manage sub-segments of the network.

TCP/IP –Transmission Control Protocol/Internet Protocol. TCP/IP is a set of protocols used to connect to the Internet and wide-area networks.

TTI –Transmit terminal identifier. A user-programmable line of information sent automatically with every page a fax machine sends; it appears at the top of each page printed by the receiving unit.

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